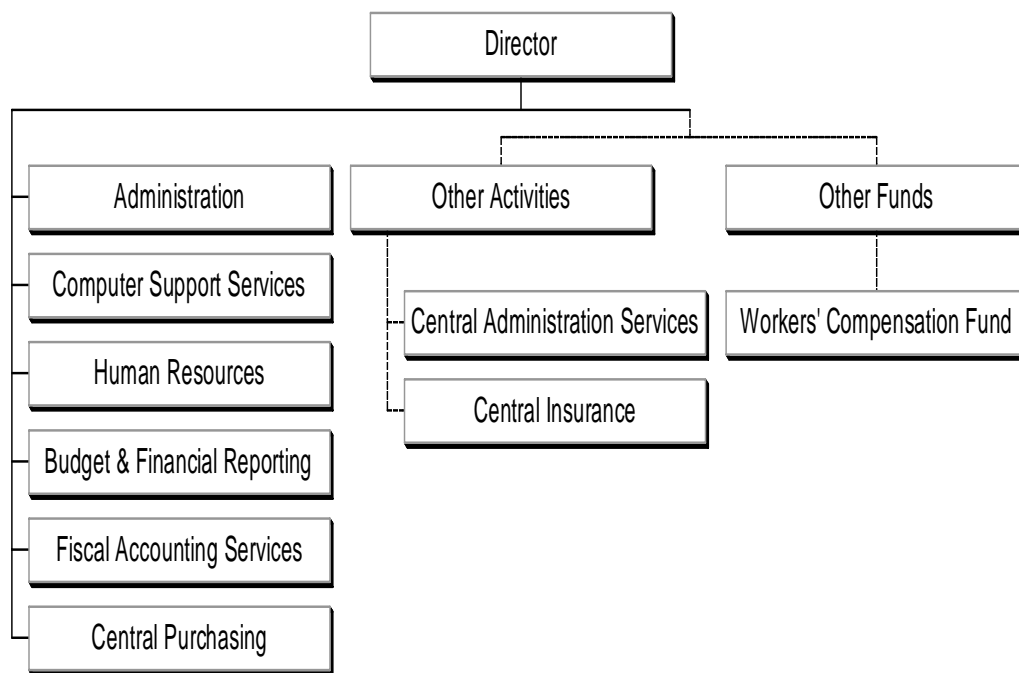


Financial & Management Services



Financial & Management Services

The Department of Financial and Management Services is responsible for financial and technical functions. These functions provide accurate and timely information and services to citizens, other Departments and outside agencies.

Divisions:

- **Computer Support Services** - provides technology and support for the Geographic Information System, the centralized computer systems; supports data processing needs of all other divisions and agencies; provides strategic planning of County technology needs, maintains an integrated electronic mail system and coordinates the Web site for the County.
- **Human Resources** - responsible for maintenance and enforcement of all personnel policies and procedures, employee relations, administration of employee compensation and benefits, employment and recruitment, employee training and employee safety requirements.
- **Budget & Financial Reporting** - responsible for the financial and budgetary information of the County and related agencies by preparing the official annual financial report and the annual budget.
- **Fiscal Accounting Services** - provides and performs services through accounts payable, payroll, utility billing and the general ledger functions.
- **Central Purchasing** - provides procurement of goods and services for all offices, agencies, and boards within the County and the County's Public Schools.

Other Services:

- **Central Administration** - accumulates costs related to shared services within the County and maintains the funding for the Cooperative Education (COE) program.
- **Central Insurance** - procures property, casualty and liability insurance for the general county and public official liability and workers' compensation insurance for County employees.
- **Workers' Compensation Fund** - accounts for the revenues and expenditures relating to the workers' compensation policy of the County.

Financial & Management Services

	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget	% Change Original 2006 / Adopted 2007
<u>Expenditure by Activity:</u>							
Administration	185,105	189,866	175,257	190,360	190,360	205,353	7.88%
Computer Support Svcs	936,295	988,811	1,096,544	1,236,571	1,236,571	1,463,611	18.36%
Human Resources	390,476	408,672	456,942	506,583	506,583	540,314	6.66%
Budget & Fin Reporting	270,514	232,760	253,420	291,454	291,454	319,499	9.62%
Fiscal Accounting Svcs	417,508	491,390	550,181	657,506	657,506	686,514	4.41%
Central Purchasing	299,620	310,907	354,053	376,060	376,060	399,316	6.18%
Central Admin Svcs	178,008	158,613	280,472	285,460	283,460	311,308	9.05%
Central Insurance	280,117	297,114	309,661	305,400	305,400	309,600	1.38%
Total Expenditures	2,957,643	3,078,133	3,476,530	3,849,394	3,847,394	4,235,515	10.03%

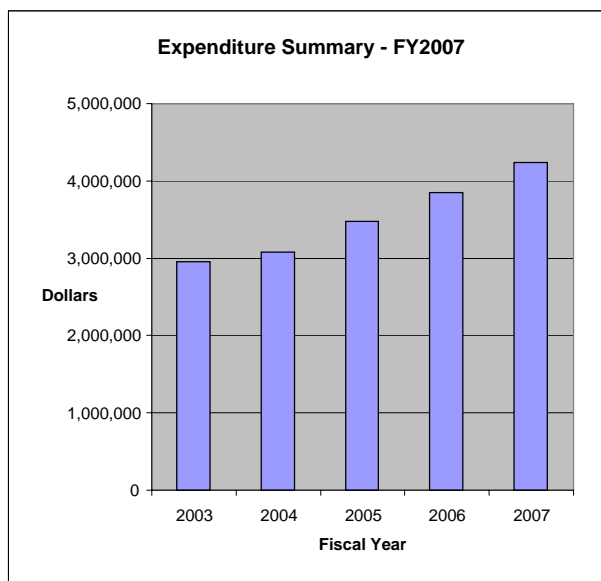
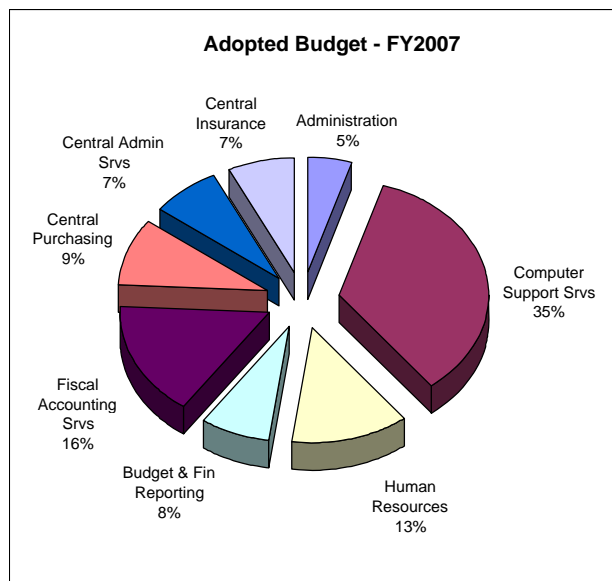
Expenditure By Category:

Personnel Services	2,141,845	2,272,125	2,492,844	2,793,570	2,793,570	3,118,850	11.64%
Contractual Services	264,223	219,203	289,998	275,810	276,340	322,285	16.85%
Internal Services	52,908	56,170	51,634	59,240	59,240	63,585	7.33%
Other Charges	460,118	486,124	497,807	567,090	567,090	550,515	-2.92%
Materials & Supplies	100,323	100,804	139,502	148,019	136,636	122,955	-16.93%
Leases & Rentals	5,509	4,932	17,564	17,800	17,800	18,200	2.25%
Capital Outlay	151,130	158,733	201,768	239,670	248,523	265,260	10.68%
Chargeouts	(218,413)	(219,958)	(214,587)	(251,805)	(251,805)	(226,135)	-10.19%
Total Expenditures	2,957,643	3,078,133	3,476,530	3,849,394	3,847,394	4,235,515	10.03%

% of Total FY2007
Funding Sources

Funding Sources:

Local/State Non-Categorical	2,817,859	2,931,218	3,328,616	3,704,144	3,702,144	4,074,765	96.21%
Charges for Services	506	205	80	250	250	15,750	0.37%
Fiscal Agent Fees	139,278	146,710	147,834	145,000	145,000	145,000	3.42%
Total Funding Sources	2,957,643	3,078,133	3,476,530	3,849,394	3,847,394	4,235,515	100.00%



Financial & Management Services Administration

Mission:

The Department of Financial and Management Services provides high quality services in an efficient and effective manner through its five divisions:

- Computer Support Services
- Human Resources
- Budget and Financial Reporting
- Fiscal Accounting Services
- Central Purchasing

Goals:

- Provide support for the County's financial, network, and geographic information data processing systems.
- Facilitate the recruitment and retention of qualified employees through administration of the County's personnel policies and procedures as adopted by the Board of Supervisors.
- Prepare and administer operating and capital budgets as directed by the Board of Supervisors and County Administration, and to prepare the County's Comprehensive Annual Financial Report in accordance with Federal, State and local requirements and established accounting principles.
- Process payroll checks, payments to vendors, and bills for utility services in a timely and accurate manner.
- Facilitate the procurement of goods and services as required by County and School operations in accordance with the purchasing policies and procedures established by the Board of Supervisors.

Implementation Strategies for FY2007:

- Evaluate the County pay plan and recommend changes, if appropriate.
- Continue implementation of Program Effectiveness Process.
- Develop a written Fiscal Policy Manual for the County.

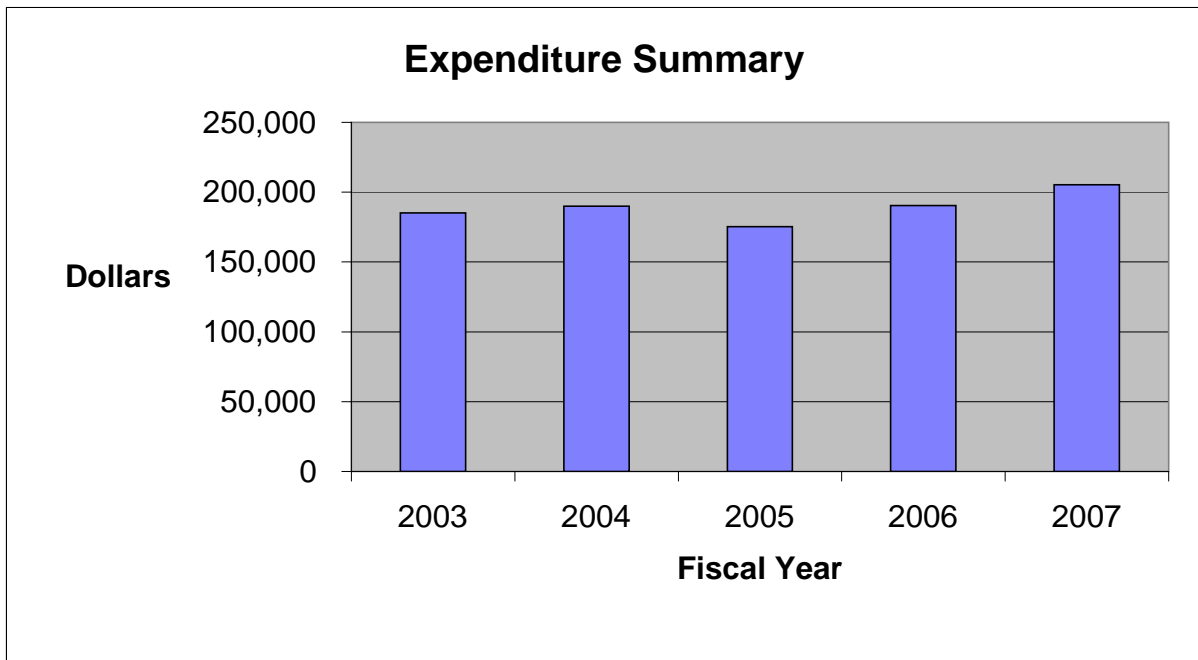
Budget Issues:

- In FY2003, a part-time Mail Clerk position was added to assist in the delivery of mail to County offices. Administrative support has been transferred from the Planning Division to Administration. Funding was provided for the replacement of a copier.
- In FY2005, differences in personnel resulted from an Administrative Assistant I position being 100% allocated to FMS, which was previously split between FMS and Fiscal Accounting Services (FAS), and two Mail/Distribution Clerks being transferred 100% to Fiscal Accounting Services. Also in FY2005, non-personnel increases reflected funding for server maintenance and vehicle maintenance.
- In FY2006, there were no significant changes.
- For FY2007, funding reflects increases in the prices of fuel.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50119 Financial & Management Services Administration						
Personnel Services	159,243	170,642	156,248	168,870	168,870	185,293
Contractual Services	175	630	1,260	1,500	1,500	-
Internal Services	7,258	8,186	7,997	7,650	7,650	9,240
Other Charges	7,414	6,861	6,716	7,210	7,210	7,670
Materials & Supplies	3,701	2,350	1,945	3,630	3,630	2,300
Leases & Rentals	1,595	-	-	-	-	-
Capital Outlay	<u>5,719</u>	<u>1,197</u>	<u>1,091</u>	<u>1,500</u>	<u>1,500</u>	<u>850</u>
Activity Total	<u>185,105</u>	<u>189,866</u>	<u>175,257</u>	<u>190,360</u>	<u>190,360</u>	<u>205,353</u>
Percentage Change	64.83%	2.57%	-7.69%	8.62%	N/A	7.88%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Admin/Clerical	0.50	0.50	1.00	1.00	1.00	1.00
Trades & Crafts	<u>1.50</u>	<u>1.50</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>



Computer Support Services

Mission:

The Computer Support Services Division's mission is to provide the necessary technology to support the efficient operation of County government and to make government information accessible to its citizens.

Goals:

- Coordinate the development of the Countywide Geographic Information System (GIS), which provides an automated mapping, land records, and geographic-data system for the storage, retrieval, and analysis of geo-based information.
- Maintain and operate the County's centralized computer system (IBM AS/400).
- Provide computing support necessary for all financial functions to Fiscal Accounting Services, School Board, Colonial Services Board, Purchasing, and Social Services.
- Administer and operate the County's wide-area network electronically connecting all departments, fire stations, School Board Office, Constitutional offices, and County Administration.
- Assist in the testing, procurement, and disposition of all computer software and software licenses throughout County government; perform strategic planning of County technology needs in support of future programs and services.
- Make County information electronically available to its citizens.
- Maintain the hardware, software, and telecommunications links required for the County's World Wide Web site; coordinate and chair the Web site development team ensuring timely updates of information, as well as, a consistent web page layout.

Implementation Strategies for FY2007:

- Expand the use of electronic forms into all facets of County government.
- Acquire the computer hardware and software, as well as, develop procedures for the expanded use of document imaging by Accounts payable, Fire & Life Safety and others.
- Continue to support the document imaging project in the Clerk of the Circuit Court record room and upgrade it to the same version as the County's system.
- Continue to upgrade and convert some network Servers to the Windows 2003 operating system.

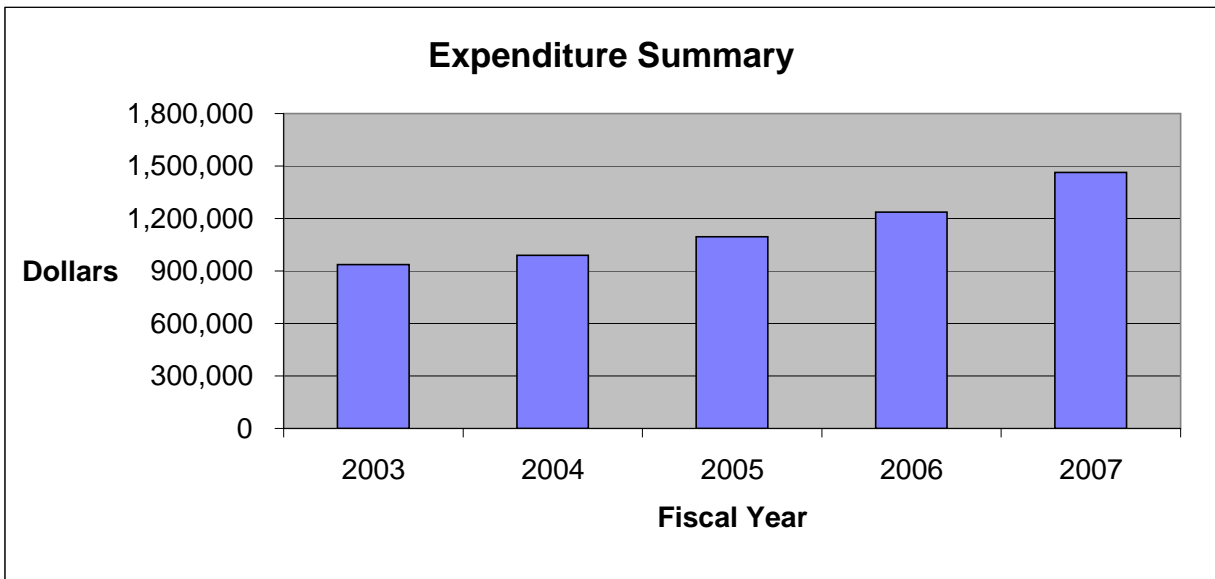
Budget Issues:

- In FY2005, increased funding was provided for server maintenance.
- In FY2006, increases reflected funding for expanded network bandwidth between Goodwin Neck and Yorktown and an upgrade to MS Office software.
- For FY2007, funding reflects a new Network Support Specialist position, renewal of maintenance contracts, and the routine replacement of several servers, routers and firewalls.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50121 Computer Support Services						
Personnel Services	747,971	791,950	859,007	964,421	964,421	1,140,336
Contractual Services	61,193	62,992	86,673	58,210	58,210	104,210
Internal Services	8,294	8,135	7,680	9,060	9,060	15,200
Other Charges	39,818	44,958	45,819	75,730	75,730	53,405
Materials & Supplies	22,856	28,943	20,998	30,450	30,450	21,650
Capital Outlay	69,782	71,793	98,436	113,700	113,700	144,310
Chargeouts	<u>(13,619)</u>	<u>(19,960)</u>	<u>(22,069)</u>	<u>(15,000)</u>	<u>(15,000)</u>	<u>(15,500)</u>
Activity Total	<u>936,295</u>	<u>988,811</u>	<u>1,096,544</u>	<u>1,236,571</u>	<u>1,236,571</u>	<u>1,463,611</u>
Percentage Change	2.39%	5.61%	10.90%	12.77%	N/A	18.36%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	12.00	12.00	12.00	12.00	12.00	13.00
Admin/Clerical	<u>1.00</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.00</u>
Total	<u>14.00</u>	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>	<u>15.00</u>



Human Resources

Mission:

The Human Resources Division is responsible for the maintenance of the pay and classification plan; the development of personnel policies and procedures; employee relations; the administration of employee benefits such as hospitalization, retirement, life insurance, workers' compensation, and unemployment. The division is also responsible for employment and recruitment; the County's training program; the drug and alcohol testing program; and assisting with matters concerning employee safety.

Goals:

- Enhance communications pertaining to new and current benefit programs.
- Administer the compensation plan, benefits (retirement, workers' compensation, health insurance, deferred compensation, life insurance), safety, and drug and alcohol testing programs for the County.
- To assist departments, agencies, and Constitutional Officers with policy issues.
- Target specific training needs and implement a well-rounded training plan.

Implementation Strategies for FY2007:

- Further refinement of automated databases and enhancement of data available in ABRA database.
- Accessibility of more online procedures and applications.
- Hire qualified individuals in a timely manner.
- Develop and maintain competitive compensation and benefit programs to attract and retain employees.
- Implement Excellence in Customer Service procedures and Countywide training opportunities.

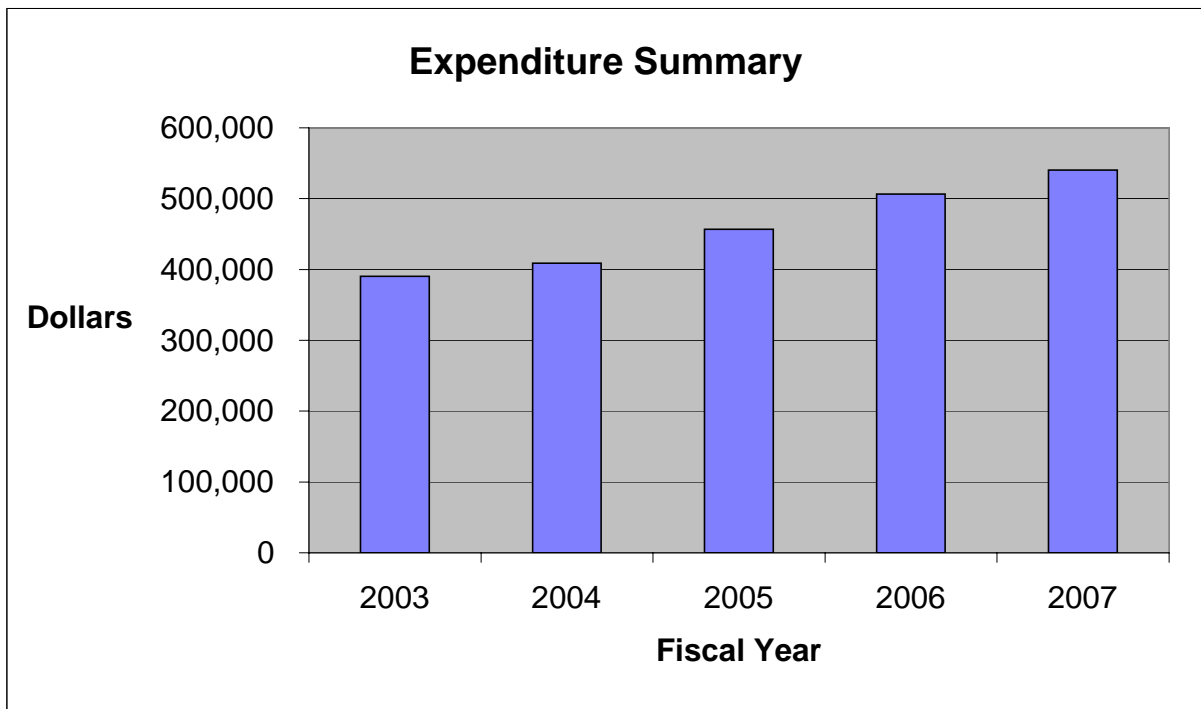
Budget Issues:

- In FY2006, increased funding was for routine replacement of computers and an upgrade to MS Office software.
- For FY2007, funding reflects increases for advertising costs and the routine replacement of computers.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50122 Human Resources						
Personnel Services	299,175	313,039	360,297	401,924	401,924	427,534
Contractual Services	22,726	27,276	30,197	29,250	29,250	32,150
Internal Services	2,572	2,511	1,597	4,830	4,830	3,530
Other Charges	54,538	57,961	57,455	58,600	58,600	59,450
Materials & Supplies	5,038	4,691	5,838	7,979	7,979	5,650
Capital Outlay	6,427	3,194	1,558	4,000	4,000	12,000
Activity Total	390,476	408,672	456,942	506,583	506,583	540,314
Percentage Change	5.68%	4.66%	11.81%	10.86%	N/A	6.66%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	3.00	3.00	3.00	3.00	4.00	4.00
Admin/Clerical	1.50	1.50	1.50	1.50	0.50	0.50
Total	5.50	5.50	5.50	5.50	5.50	5.50



Budget & Financial Reporting

Mission:

Gather, prepare and distribute timely, accurate and reliable information to enable the Board of Supervisors, management, creditors and investors to make informed budgetary and financial decisions.

Goals:

- *Budgeting* - Provide information to allow for informed decisions concerning the allocation of available resources to deliver goods and services to meet demands of the County citizens in an efficient and effective manner.
- *Financial Reporting* - Provide financial information to meet the needs and legal requirements of management, financial institutions and citizens in an efficient and effective manner.

Implementation Strategies for FY2007:

- Prepare the annual operating budget within the guidelines adopted by the Board of Supervisors and to qualify for a Distinguished Budget Presentation Award given by the Government Finance Officers Association.
- Prepare the County's Comprehensive Annual Financial Report (CAFR) to meet the requirements to qualify for a Certificate of Achievement for Excellence in Financial Reporting given by the Government Finance Officers Association.
- Continue to implement new standards issued by the Government Accounting Standards Board to be in conformity with accounting principles generally accepted in the United States of America and to enhance the understandability and usefulness of the County's financial reports.

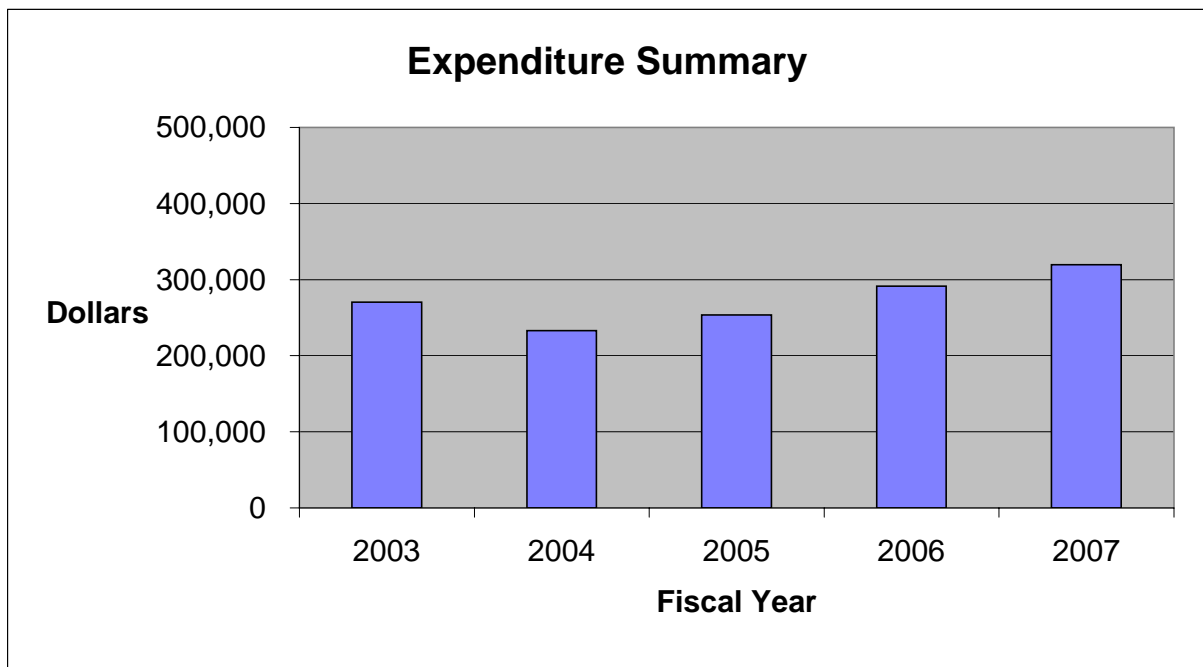
Budget Issues:

- In FY2004, the Budget and Financial Analyst position was transferred to Fiscal Accounting Services.
- In FY2005, funds were shifted from Internal Services to Contractual Services for the production of financial and budget documents.
- In FY2006, funding increases reflected the routine replacement of a printer and an upgrade to MS Office software.
- For FY2007, there are no significant changes.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50124 Budget & Financial Reporting						
Personnel Services	249,521	214,029	235,728	266,964	266,964	297,519
Contractual Services	5,079	4,388	4,863	6,600	6,880	6,450
Internal Services	7,546	5,741	4,405	6,150	6,150	5,580
Other Charges	2,547	4,779	4,048	4,600	4,600	4,250
Materials & Supplies	4,221	2,475	2,726	5,040	5,040	4,200
Capital Outlay	<u>1,600</u>	<u>1,348</u>	<u>1,650</u>	<u>2,100</u>	<u>1,820</u>	<u>1,500</u>
Activity Total	<u>270,514</u>	<u>232,760</u>	<u>253,420</u>	<u>291,454</u>	<u>291,454</u>	<u>319,499</u>
Percentage Change	5.48%	-13.96%	8.88%	15.01%	N/A	9.62%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	3.00	2.00	2.00	2.00	2.75	2.75
Admin/Clerical	<u>0.50</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>-</u>	<u>-</u>
Total	<u>4.50</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>



Fiscal Accounting Services

Mission:

The mission of the Division of Fiscal Accounting Services is to support County Departments' delivery of services through the timely and accurate processing of payroll and vendor payments, recordation of financial transactions, billing of charges for utility services, and active management of insurance issues and risk.

Goals:

- To ensure that all payments made to vendors and employees are timely and accurate.
- To provide efficient and effective billing service to our water, sewer maintenance, and solid waste customers, and to secure the revenue stream associated with services provided.
- To support County Departments by maintaining data and providing timely financial information as needed and requested.
- To minimize risk exposures, protect physical assets, and reduce the cost of risk without impeding departments' capabilities to deliver services.

Implementation Strategies for FY2007:

- To encourage the use of direct deposits for vendor payments.
- To expand the use of the imaging system to include accounts payable and grants.
- To support the expansion of the use of the P-card and E-forms.
- To provide training and support to users of the Kronos time and attendance system, and explore ways to improve the timekeeping process for all employees.
- To expand grant support and overview for departments and agencies.
- To identify programs and processes that can be automated, streamlined or improved.
- To establish and refine risk management policies and procedures; evaluate special events against current insurance coverage; ensure claims are filed and handled appropriately.
- To file workers compensation claims and account for the workers' compensation activity.
- To develop an automated process for accounts receivable billing for transportation, scales usage, grass cutting, demolition, and other miscellaneous County services and charges
- To maintain the County's general ledger; prepare correcting journal entries and charge-outs to user departments.
- To provide W-2's and 1099's for recipients, and related tax returns to IRS
- To provide support to the Schools in the areas of payroll, accounts payable, and general ledger.

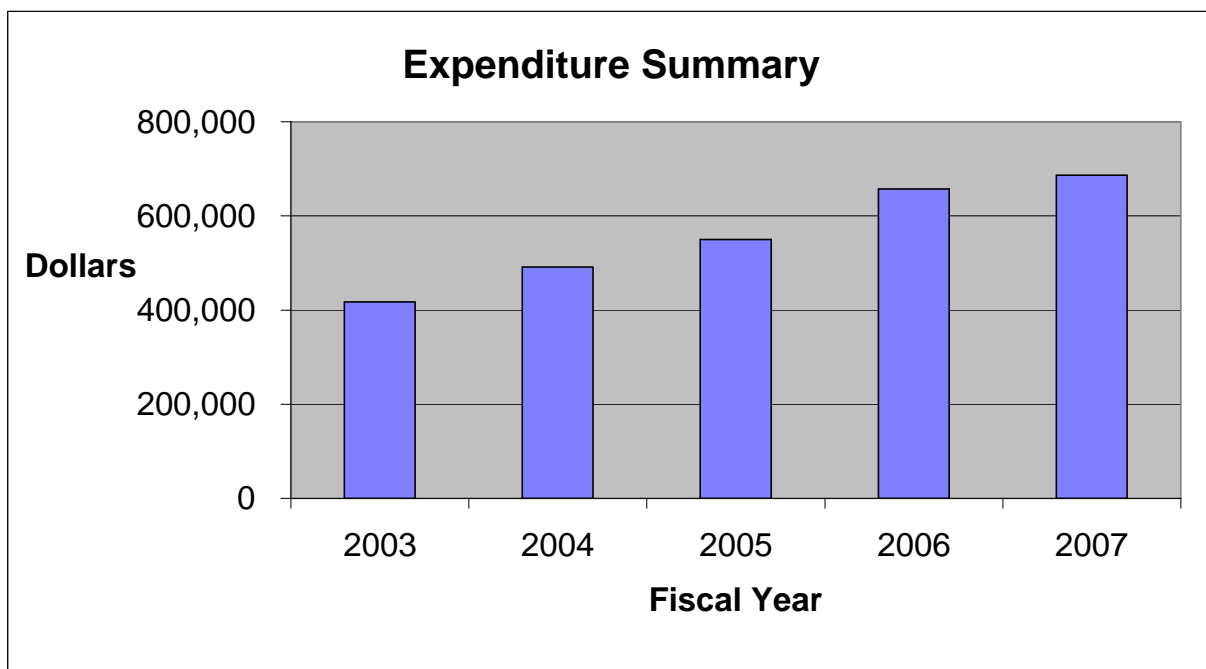
Budget Issues:

- In FY2003, a Grants/Payroll Coordinator position was added to assist in locating new grant funding sources and coordinate information to the departments as well as provide support for various payroll functions.
- In FY2005, the increases in data processing fees were a result of the vendor applying a more aggressive approach to charging for programming.
- In FY2006, changes reflected funding for a new position, Risk Manager/Loss Administrator, training for new personnel due to recent turnover, the routine replacement of computers, a server and an upgrade to MS Office software.
- For FY2007, funding reflects the replacement of a fax/copier in utility billing.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50125 Fiscal Accounting Services						
Personnel Services	361,795	436,954	494,231	578,536	578,536	617,244
Contractual Services	5,384	3,698	4,565	6,825	6,825	5,900
Internal Services	25,265	29,431	27,352	28,520	28,520	27,480
Other Charges	7,578	8,249	11,334	16,550	16,550	17,590
Materials & Supplies	9,543	9,092	9,339	13,325	13,325	9,900
Capital Outlay	<u>7,943</u>	<u>3,966</u>	<u>3,360</u>	<u>13,750</u>	<u>13,750</u>	<u>8,400</u>
Activity Total	<u>417,508</u>	<u>491,390</u>	<u>550,181</u>	<u>657,506</u>	<u>657,506</u>	<u>686,514</u>
Percentage Change	12.51%	17.70%	11.96%	19.51%	N/A	4.41%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	7.00	8.00	8.00	9.00	9.00	9.00
Admin/Clerical	<u>0.50</u>	<u>0.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
Total	<u>8.50</u>	<u>9.50</u>	<u>10.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>



Central Purchasing

Mission:

The Central Purchasing Division provides procurement of goods and services for all offices, agencies, and boards within York County and York County School Division. The purpose is to realize cost savings from consolidation of purchasing actions for both organizations, and to standardize procedures so as to achieve County-wide consistency in procurement policy and vendor/supplier relations.

Goals:

- Procure goods and services at the least cost and in a timely manner, consistent with County policy.
- Provide for the disposal of surplus County property.

Implementation Strategies for FY2007:

- Continue implementation of Electronic Commerce approach to procurement functions both externally and internally. Develop interface strategy with Commonwealth of Virginia's eVA™ system.
- Develop database access on County Intranet for bid-list, Local Vendor Bid-List, Bid Library, Contracts, etc. Continue converting active server pages (asp) to Microsoft® .NET system.
- Develop database access on Internet site for bids and vendor registration.
- Provide services during regular business days for procurement functions and on an "as needed" basis for surplus property.
- Regular requisitions are to be processed as follows:

\$ Amount	Lead Time
Under \$1,000	Same day
\$1,000 - \$5,000	10 days
\$5,000 - \$15,000	25 days
\$15,000 - \$30,000	45 days
Over \$30,000	60 days

- Continue "Outreach" efforts to local vendor community.
- Continue archiving the files associated with purchasing transactions through electronic storage medium.

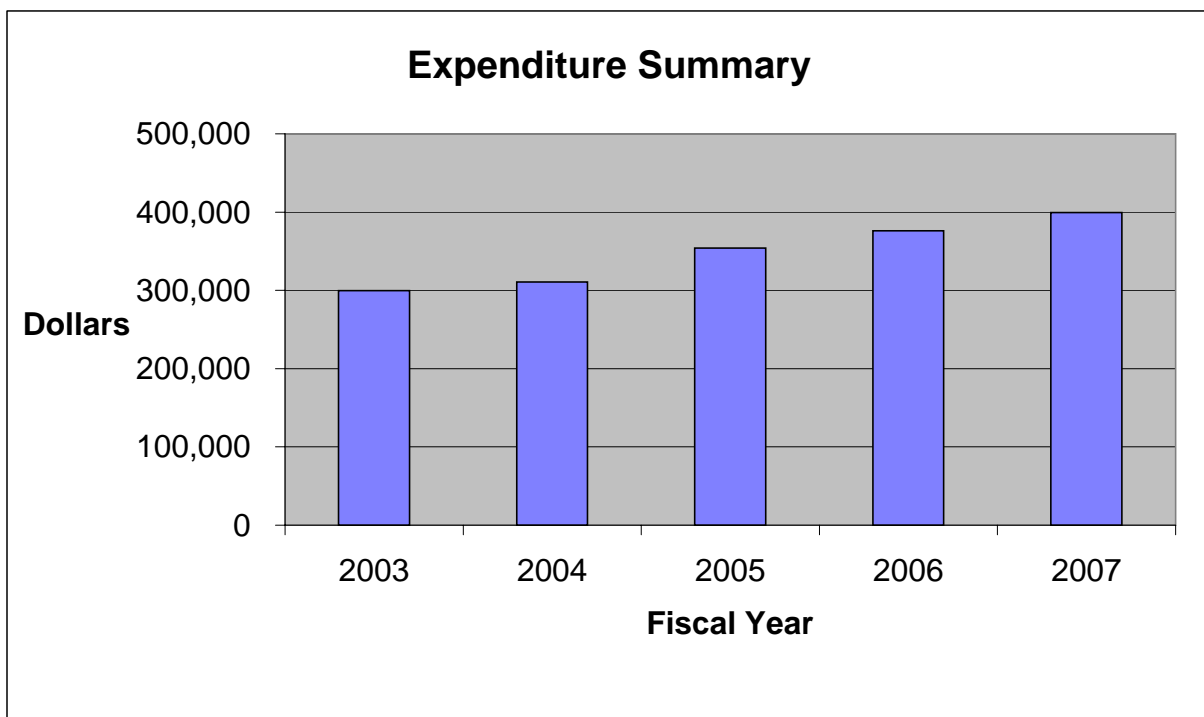
Budget Issues:

- In FY2005, work-as-required funding was provided to assist with the increased workload to manage the front desk and other duties to include scanning, data entry, updating information on the Internet, filing and answering the telephone.
- In FY2006, increased funding was for an upgrade to MS Office software.
- For FY2007, funding reflects the routine replacement of computers.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50129 Central Purchasing						
Personnel Services	276,255	293,203	327,820	348,265	348,265	370,186
Contractual Services	2,503	2,122	5,757	5,625	5,625	4,825
Internal Services	1,973	2,166	2,603	3,030	3,030	2,555
Other Charges	7,864	9,698	10,083	11,300	11,300	11,050
Materials & Supplies	7,121	3,718	5,042	6,340	6,340	4,900
Capital Outlay	<u>3,904</u>	<u>-</u>	<u>2,748</u>	<u>1,500</u>	<u>1,500</u>	<u>5,800</u>
Activity Total	<u>299,620</u>	<u>310,907</u>	<u>354,053</u>	<u>376,060</u>	<u>376,060</u>	<u>399,316</u>
Percentage Change	4.56%	3.77%	13.88%	6.22%	N/A	6.18%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	3.00	3.00	3.00	3.00	3.00	3.00
Admin/Clerical	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>



Central Administration Services

Mission:

The Central Administration activity is used to accumulate the costs relating to shared services within the County. It also maintains the funding for the Cooperative Education (COE) program.

Goals:

- To accumulate the costs relating to common services within the County which are charged to County offices on a monthly basis. These services include postage, central stores, central copier, AS400 mainframe and imaging system charges.
- To account for the COE program within the County. High school juniors and seniors work within the County offices to gain knowledge and experience in the work environment.

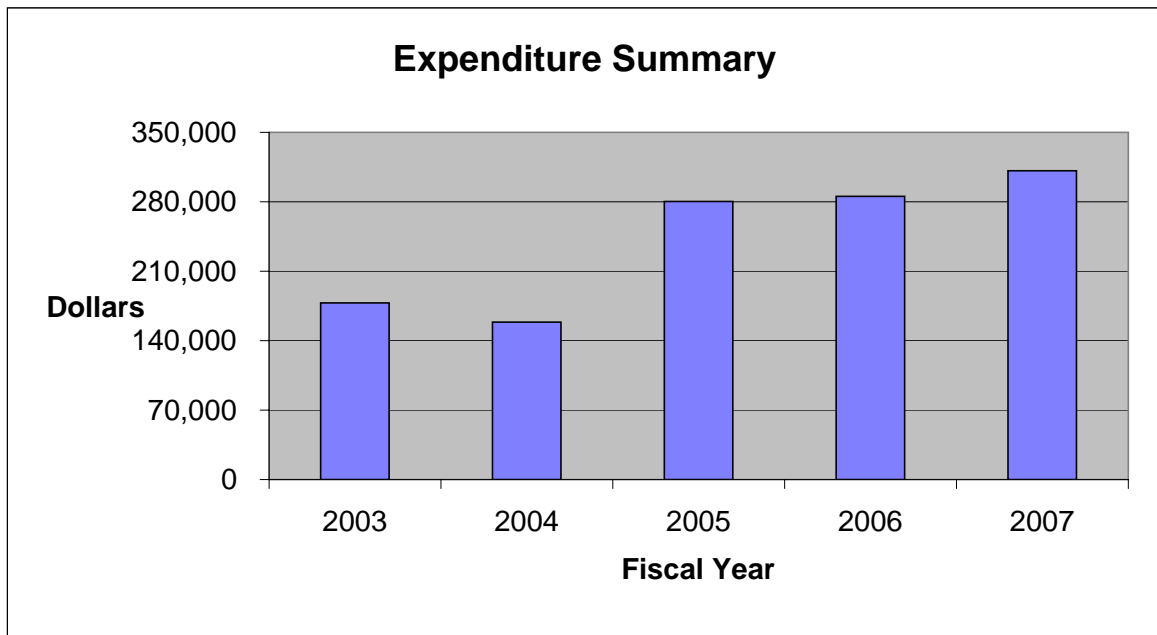
Implementation Strategies for FY2007:

- Accurately record transactions for shared or common services in a timely manner.

Budget Issues:

- In FY2004, funding was provided for the upgrade of the Kronos time management system.
- In FY2005, funding was provided for Front Page computer software and the replacement of a laptop, projector and server.
- In FY2006, funding was for the lease of the new postage meter.
- For FY2007, there are no significant changes.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50141 Central Administration Services						
Personnel Services	47,885	52,308	59,513	64,590	64,590	80,738
Contractual Services	159,363	110,297	148,883	159,800	160,050	160,550
Other Charges	68,042	64,304	60,491	95,700	95,700	95,700
Materials & Supplies	47,843	49,535	93,614	81,255	69,872	74,355
Leases & Rentals	3,914	4,932	17,564	17,800	17,800	18,200
Capital Outlay	55,755	77,235	92,925	103,120	112,253	92,400
Chargeouts	<u>(204,794)</u>	<u>(199,998)</u>	<u>(192,518)</u>	<u>(236,805)</u>	<u>(236,805)</u>	<u>(210,635)</u>
Activity Total	<u>178,008</u>	<u>158,613</u>	<u>280,472</u>	<u>285,460</u>	<u>283,460</u>	<u>311,308</u>
Percentage Change	-14.12%	-10.90%	76.83%	1.78%	N/A	9.05%



Central Insurance

Mission:

The Central Insurance activity provides management of the property, casualty, liability, and workers compensation insurance programs for General County and Public Safety operations.

Goals:

- To ensure that the County has adequate insurance coverage at a reasonable cost.
- To identify and analyze risk exposures and determine, prioritize and implement appropriate risk control or elimination measures.

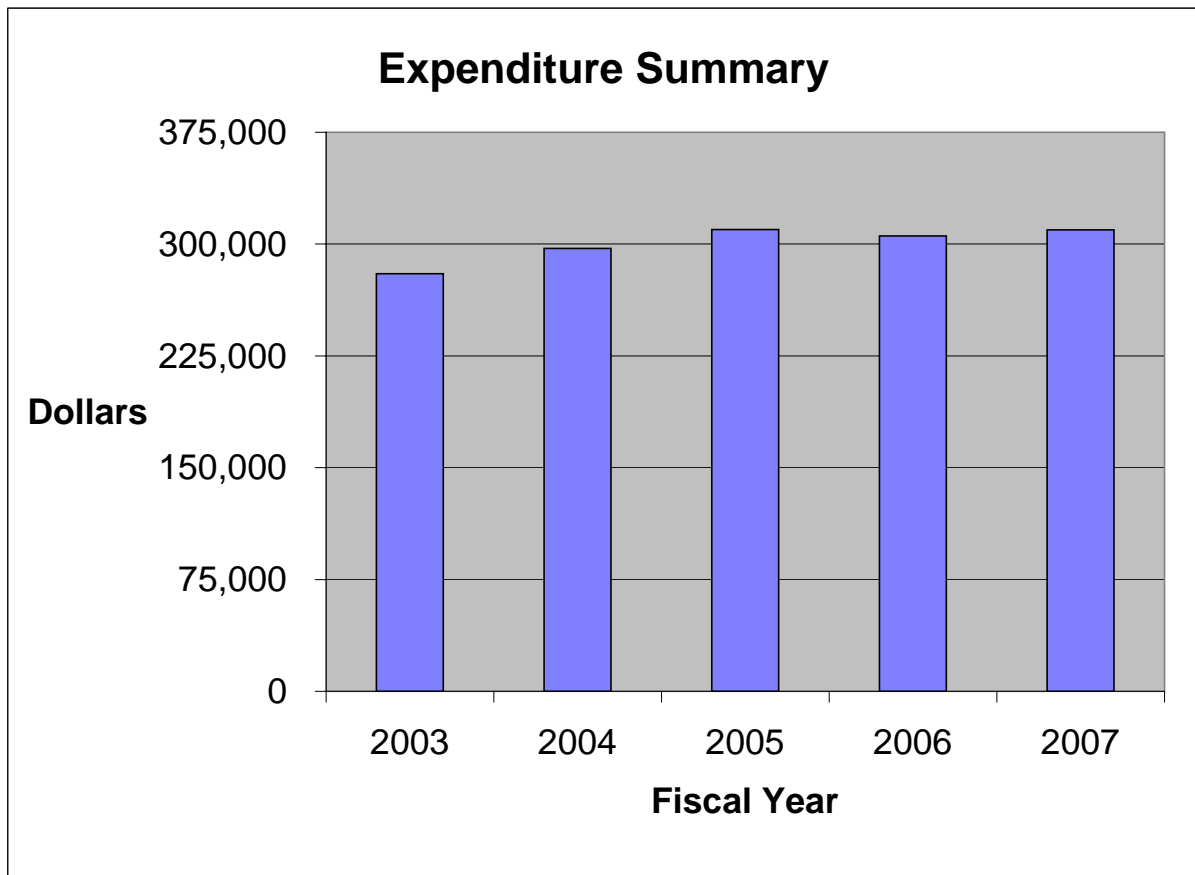
Implementation Strategies for FY2007:

- To review adequacy of insurance coverage for protection of assets and for liability exposures.
- To review and analyze the need for insurance coverage for special events.
- To develop a written procedures manual and educate managers and employees about evaluating and reporting risks.
- To monitor workers' compensation reserves for appropriate balances.
- To encourage employees on workers compensation leave to return to work as soon as possible; to develop a light duty work program.
- To establish a procedure for regularly checking employees' driving records.
- To explore cost allocation methods to ensure equitable department costing.

Budget Issues:

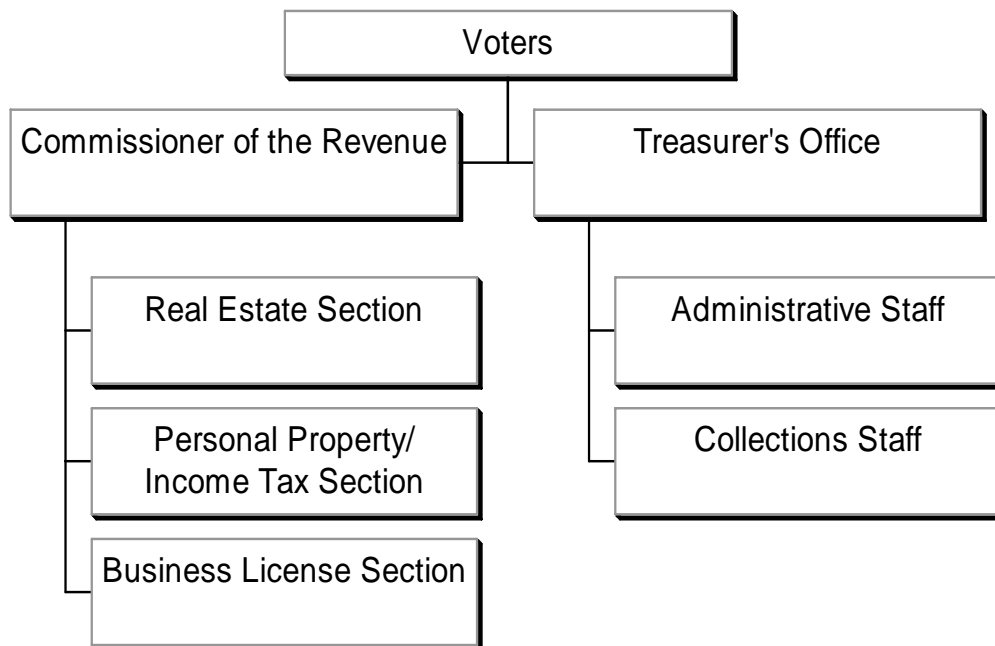
- In FY2003, funding was to support the increase in insurance fees, as a result of the September 11, 2001 disaster.
- In FY2004, funding was provided to support the increase in insurance costs.
- In FY2005, funding was provided to support the increase in insurance costs.
- In FY2006, funding was for flood insurance and the addition of the new E911 center and the waterfront buildings. A reduction in workers' compensation premiums is due to adequate reserves in the Workers' Compensation Fund.
- For FY2007, there are no significant changes.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50146 Central Insurance						
Contractual Services	7,800	7,800	7,800	8,000	8,000	8,200
Other Charges	<u>272,317</u>	<u>289,314</u>	<u>301,861</u>	<u>297,400</u>	<u>297,400</u>	<u>301,400</u>
Activity Total	<u>280,117</u>	<u>297,114</u>	<u>309,661</u>	<u>305,400</u>	<u>305,400</u>	<u>309,600</u>
Percentage Change	5.46%	6.07%	4.22%	-1.38%	N/A	1.38%



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Commissioner of the Revenue & Treasurer



Commissioner of the Revenue

The Commissioner of the Revenue is responsible for accurately identifying & assessing all sources of revenue to which the County is entitled by law, which is the basis for the Treasurer's tax bill mailings.

- **Real Estate (RE) Section** - performs technical & legal research; deed transfers; assigns map numbers based on recorded plats; prepares the annual RE tax book; administers the Tax Relief for the Elderly & Disabled program; assesses roll back tax, in accordance with the Land Use Ordinance; prepares the Public Service Corp. book, & all subsequent correction of assessments to both RE & Public Service. Responsible for the annual assessment of Bank Franchise Tax.
- **Personal Property (PP)/Income Tax Section** - compiles information; performs tax assessments; conducts technical & legal research & prepares the annual PP tax book. Prepares all subsequent corrections/proration of assessment (supplemental books & abatements). Maintains vehicle records reported electronically by DMV; prepares the Personal Property/Vehicle License Applications(VL) to be used by the taxpayers to annually report taxable tangible PP & assess the applicable annual VL fee for collection by the Treasurer. Reviews, transmits, corresponds, processes, & reports to TAX locally filed state income tax returns. Verifies/certifies quarterly reports of vehicle Daily Rental Tax, & mobile home Sales Taxes collected by DMV & submitted to locality. Ensures fair & equitable administration of the Personal Property Tax Relief Act (PPTRA), including the requirements enacted by the 2005 General Assembly, (audit of Federal schedules with regard to PPTRA, equipment depreciation and business license).
- **Business License Section** - performs technical & legal research; compiles information; performs audits on the various business taxes; responsible for collection & maintenance of the annual business license renewals; monthly collection of Meals Tax & Transient Occupancy Tax, & the quarterly collection of Short-term Rental Tax. Conducts weekly field visits for discovery & compliance. Auditor tracks legislation that may affect this office or the County. Partners with the Department of Taxation for state sales tax audits.

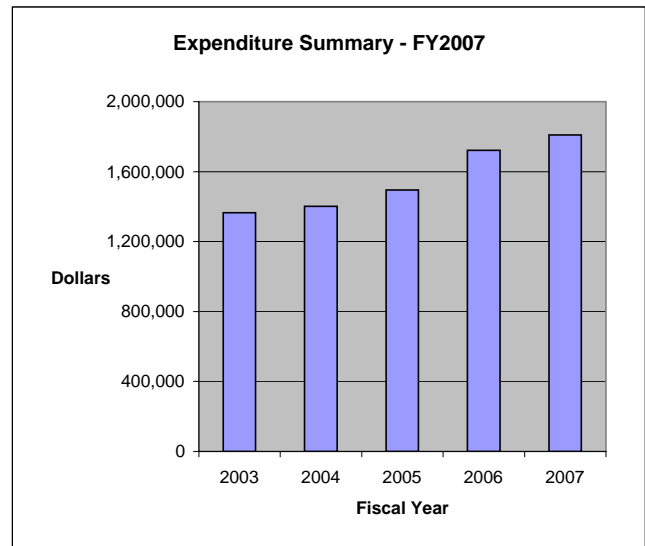
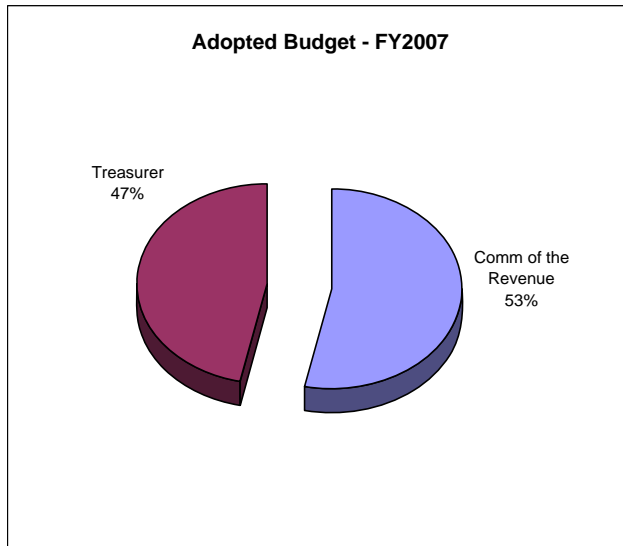
Treasurer's Office

The Treasurer's Office is responsible for collecting, depositing, and investing all of the county's local, state, and federal revenue. The Treasurer's Office also collects and remits revenue to the Commonwealth of Virginia for Estimated State Tax, State Income Tax and other fees.

- **Administration** - responsible for auditing, delinquent collection, investment, preparing and making deposits, abatement refunds, signing county checks, balancing daily cash report, researching accounts, record management, preparing reports, and end of month account reconciliation.
- **Collections** - receives and posts payments, responds to telephone inquiries, and interacts with citizens and other departments. Also provides support for delinquent collections.

Commissioner of the Revenue Treasurer

	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget	% Change Original 2006 / Adopted 2007
<u>Expenditure by Activity:</u>							
Comm of the Revenue	705,535	737,339	794,592	912,614	912,614	966,636	5.92%
Treasurer	659,043	664,618	699,840	808,716	808,716	843,041	4.24%
Total Expenditures	<u>1,364,578</u>	<u>1,401,957</u>	<u>1,494,432</u>	<u>1,721,330</u>	<u>1,721,330</u>	<u>1,809,677</u>	5.13%
<u>Expenditure By Category:</u>							
Personnel Services	1,098,536	1,128,642	1,225,563	1,412,815	1,412,815	1,491,037	5.54%
Contractual Services	70,119	76,437	72,139	88,515	88,515	96,285	8.78%
Internal Services	59,630	62,438	57,714	64,495	64,495	60,285	-6.53%
Other Charges	92,791	89,826	97,944	100,900	100,900	104,765	3.83%
Materials & Supplies	29,598	32,440	25,742	39,955	39,955	31,260	-21.76%
Leases & Rentals	7,321	8,628	8,626	8,950	8,950	9,945	11.12%
Capital Outlay	7,543	7,656	11,965	8,200	8,200	18,600	126.83%
Chargeouts	(960)	(4,110)	(5,261)	(2,500)	(2,500)	(2,500)	0.00%
Total Expenditures	<u>1,364,578</u>	<u>1,401,957</u>	<u>1,494,432</u>	<u>1,721,330</u>	<u>1,721,330</u>	<u>1,809,677</u>	5.13%
							% of Total FY2007 Funding Sources
<u>Funding Sources:</u>							
Local/State Non-Categorical	1,050,912	1,094,891	1,165,001	1,402,098	1,402,098	1,478,952	81.72%
State Comp Board	313,666	307,066	329,431	319,232	319,232	330,725	18.28%
Total Funding Sources	<u>1,364,578</u>	<u>1,401,957</u>	<u>1,494,432</u>	<u>1,721,330</u>	<u>1,721,330</u>	<u>1,809,677</u>	<u>100.00%</u>



Commissioner of the Revenue

Mission:

The Commissioner of the Revenue is responsible for accurately identifying and assessing all sources of revenue to which the County is entitled by law. This office strives to provide friendly, fair, and efficient service to taxpayers; and to improve service and procedures.

Goals:

- Image Real Estate historical property record cards to benefit the Real Estate Assessment Office, GIS as well as this office.
- Provide accurate and useful information concerning revenue assessments to County officials to enable informative decision-making that is in the best interest of York County and its citizens.
- Continue to identify and separate real estate parcels to correspond with GIS record(s).
- Offer BAI.NET for on-line filing and payment of taxes administered by this office.
- Accurately identify and assess all sources of revenue entitled by law.
- Ensure businesses timely file and pay Business License, Business Personal Property, Meals, Transient Occupancy, and Short-term Rental Taxes.
- Implement process and procedure changes as a result of laws passed which affect taxes administered by this office, and track all legislation that affects this office.
- Increase productivity through enhanced computerization.

Implementation Strategies for FY2007:

- Program testing and implementation of BAI.NET
- Ensure fair and equitable administration of the Personal Property Tax Relief Act (PPTRA) and the changes as made by the 2005 General Assembly.
- Use flex schedules for employees in an effort to reduce overtime.
- Expand the imaging process to include Real Estate historical property cards, by outsourcing the imaging and quality assurance portion.
- Continue to audit various business accounts to ensure compliance with applicable taxes and education to the taxpayer(s) and succeed in a partnership with the Department of Taxation for the benefit of the County and the State.
- Continue to screen for accuracy, process State income tax returns and estimated vouchers.
- Ensure that staff is cross-trained in the various office sections and that written procedures are in place.

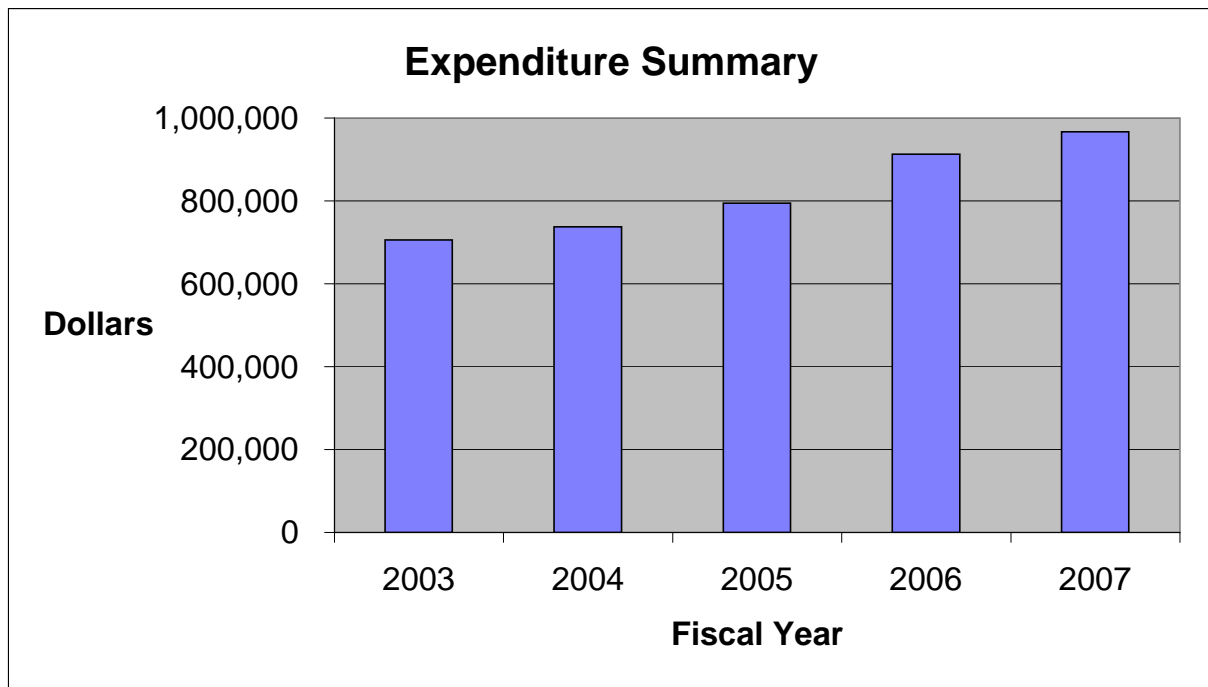
Budget Issues:

- In FY2003, due to state mid-year budget reductions, funding from the State Compensation Board was reduced 11% totaling ~ \$16,600 for this office.
- In FY2004, the continued state reductions totaling \$16,600 were reflected in reductions to personnel of \$14,500 and to non-personnel of \$2,100.
- In FY2006, funding was increased for a current .5 Revenue Specialist position to full-time. Also, increased funding was for additional maintenance service contracts for equipment and an upgrade to MS Office software.
- For FY2007, funding is for data processing fees and postage.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50126 Commissioner of the Revenue						
Personnel Services	612,094	640,333	692,113	791,159	791,159	841,521
Contractual Services	17,066	17,503	16,851	25,765	25,765	30,710
Internal Services	34,839	35,003	32,613	36,190	36,190	34,035
Other Charges	24,775	21,974	28,930	28,600	28,600	33,415
Materials & Supplies	10,729	12,275	11,062	18,650	18,650	14,410
Leases & Rentals	4,098	5,472	5,471	5,550	5,550	6,545
Capital Outlay	<u>1,934</u>	<u>4,779</u>	<u>7,552</u>	<u>6,700</u>	<u>6,700</u>	<u>6,000</u>
Activity Total	<u>705,535</u>	<u>737,339</u>	<u>794,592</u>	<u>912,614</u>	<u>912,614</u>	<u>966,636</u>
Percentage Change	3.42%	4.51%	7.76%	14.85%	N/A	5.92%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	6.00	6.00	6.00	6.00	6.00	6.00
Admin/Clerical	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.50</u>	<u>8.50</u>	<u>8.50</u>
Total	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>15.50</u>	<u>15.50</u>	<u>15.50</u>



Treasurer

Mission:

The Treasurer's Office employees are dedicated to serving the citizens of York County, being sensitive to their needs, and maintaining a commitment to provide professional, courteous service that exceeds their expectations.

Goals:

- Collect and properly account for all federal, state and local revenue due to the County.
- Exercise timely and effective collection measures to achieve maximum payment percentages.
- Maintain prudent cash management and investment practices.
- Develop and implement additional e-government services.
- Communicate effectively with other county departments and agencies.

Implementation Strategies for FY2007:

- Programming and testing for electronic bill presentment.
- Implement Positive Pay program for payroll and accounts payable.
- Continue to evaluate services by utilizing customer comment cards and customer service surveys.
- Continue to evaluate office processes through the County Program Effectiveness Process.

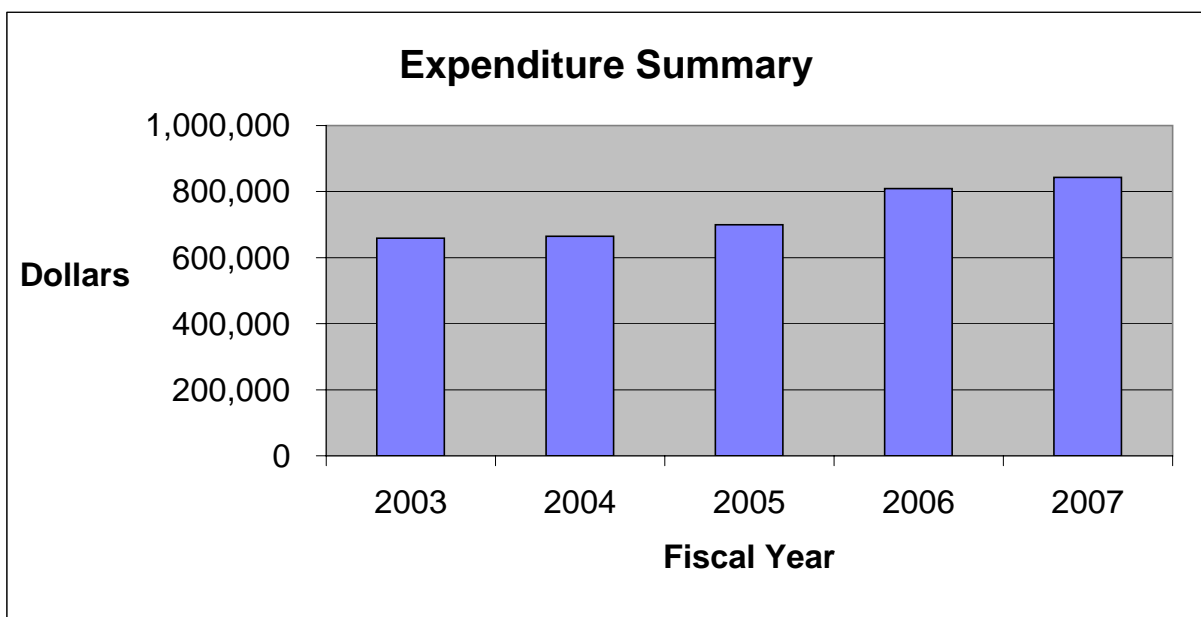
Budget Issues:

- In FY2003, due to state mid-year budget reductions, funding from the State Compensation Board was reduced 11% totaling ~ \$17,000 for this office.
- In FY2004, the continued state reductions totaling \$17,000 were reflected in reductions to personnel of \$15,000 and to non-personnel of \$2,000.
- In FY2006, increased funding was for an upgrade to MS Office software.
- For FY2007, funding reflects increases for maintenance contracts, routine replacement of computers, and a server to support the Bright and Associates software. Funding shifted from central stores to office supplies for the purchase of paper.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50127 Treasurer						
Personnel Services	486,442	488,309	533,450	621,656	621,656	649,516
Contractual Services	53,053	58,934	55,288	62,750	62,750	65,575
Internal Services	24,791	27,435	25,101	28,305	28,305	26,250
Other Charges	68,016	67,852	69,014	72,300	72,300	71,350
Materials & Supplies	18,869	20,165	14,680	21,305	21,305	16,850
Leases & Rentals	3,223	3,156	3,155	3,400	3,400	3,400
Capital Outlay	5,609	2,877	4,413	1,500	1,500	12,600
Chargeouts	<u>(960)</u>	<u>(4,110)</u>	<u>(5,261)</u>	<u>(2,500)</u>	<u>(2,500)</u>	<u>(2,500)</u>
Activity Total	<u>659,043</u>	<u>664,618</u>	<u>699,840</u>	<u>808,716</u>	<u>808,716</u>	<u>843,041</u>
Percentage Change	4.04%	0.85%	5.30%	15.56%	N/A	4.24%

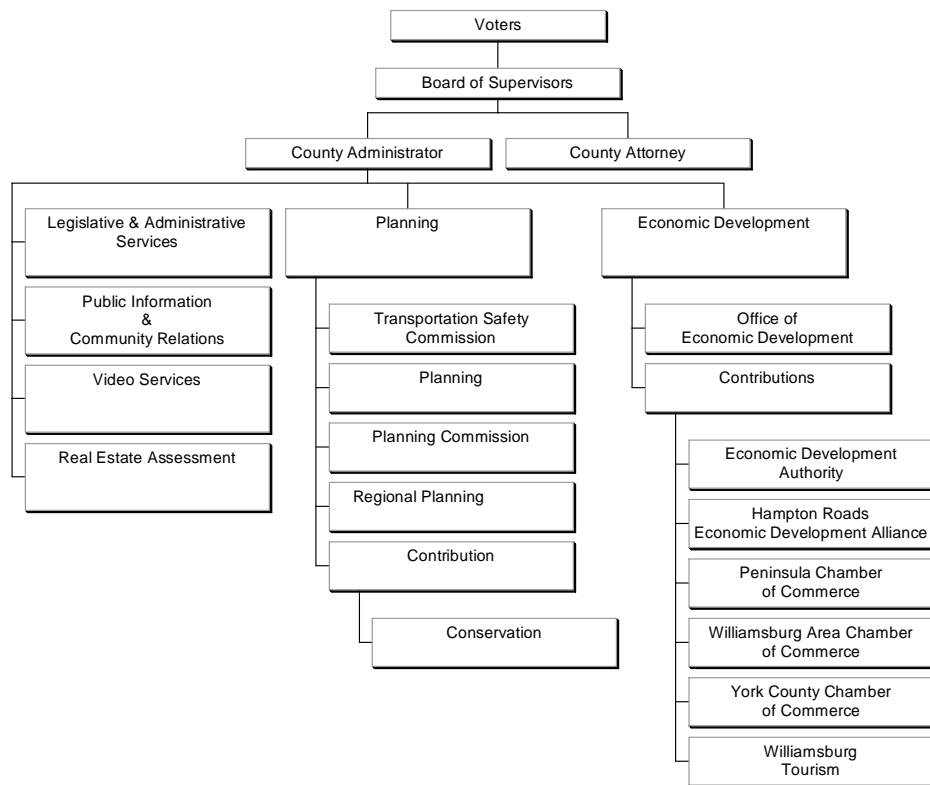
FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	4.00	4.00	4.00	4.00	4.00	4.00
Admin/Clerical	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Total	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>



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Real Estate Assessment



Real Estate Assessment

Mission:

Prepare a highly accurate database of real property assessment information to enable the fair and equitable distribution of the real property tax levied by the Board of Supervisors among those owning property in the County.

Goals:

- To accurately and equitably appraise and assess the residential and commercial real estate within York County.
- To administer the Land Use Program.
- To track, evaluate and maintain the database for the Impact Aid Program.
- To collect, input and maintain the real property data in an accurate and timely manner.
- To provide real estate information to the taxpayers and real estate professionals.
- To assist other elements of the York County government in all real estate matters.
- To implement the conversion of the "Equity" backend databases to SQL.
- To provide Access training for staff, process will assist appraisers in using the existing property evaluation system effectively.
- To complete the conversion of hand drawn improvement sketches to digital format to make the reassessment process more efficient and cost effective.

Implementation Strategies for FY2007:

- Continue the property information update to the database.
- Continue development of a procedural manual for the division.
- Provide property information more effectively by continuing to add information to the Real Estate Assessment website.

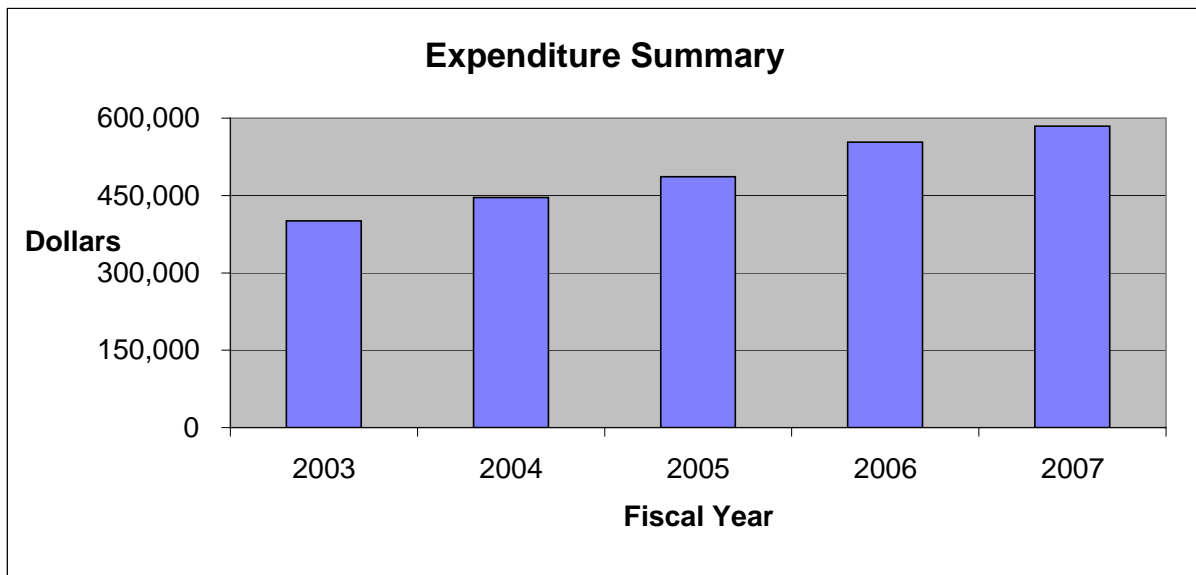
Budget Issues:

- In FY2004, funding was provided for the increased costs relating to the reassessment process.
- In FY2005, funding was provided for the routine replacement of computers. Also, overall funding decreased, as it was not a reassessment year.
- In FY2006, increased funding was for the reassessment biennial process and an upgrade to MS Office software.
- For FY2007, funding decreased, as it is a non-reassessment year.

	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50128 Real Estate Assessment						
Personnel Services	366,464	400,295	436,732	483,953	483,953	530,015
Contractual Services	3,478	12,345	10,009	12,900	12,900	9,100
Internal Services	10,994	9,883	12,586	14,730	14,730	17,530
Other Charges	6,794	16,174	6,975	24,650	24,650	11,850
Materials & Supplies	6,822	3,781	14,609	11,450	11,450	10,900
Capital Outlay	5,988	3,864	5,832	5,500	5,500	4,900
Activity Total	400,540	446,342	486,743	553,183	553,183	584,295
Percentage Change	-2.09%	11.44%	9.05%	13.65%	N/A	5.62%

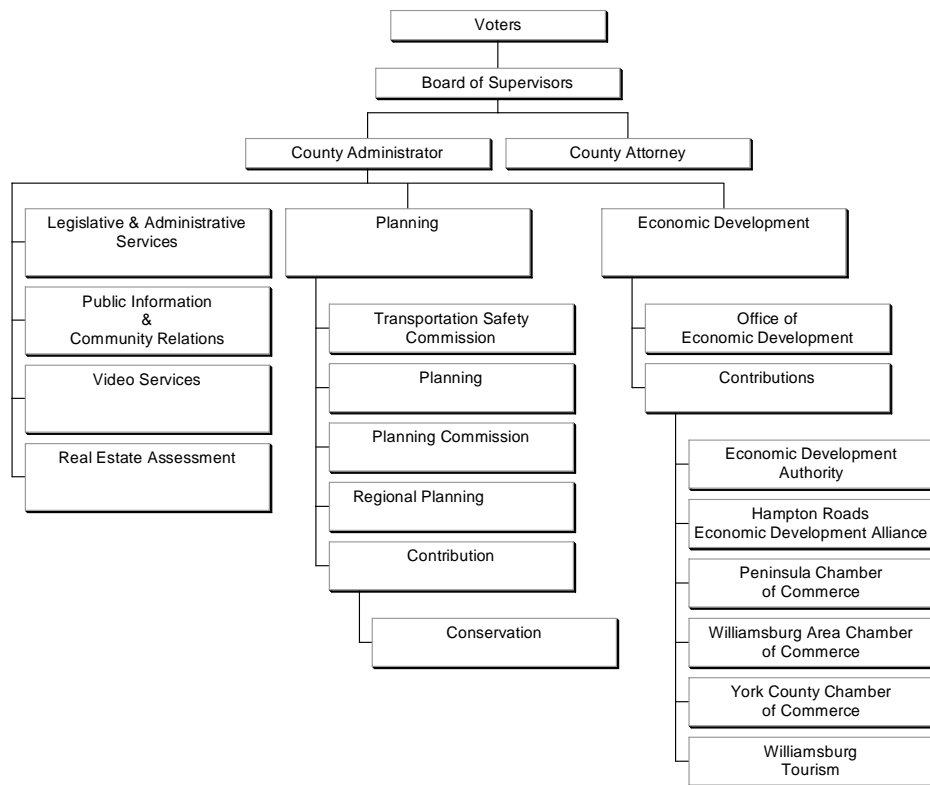
Funding Sources:						
Local/State Non-Categorical	400,540	446,342	486,743	553,183	553,183	584,295
Total Funding Sources	400,540	446,342	486,743	553,183	553,183	584,295

FTE's						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	4.00	4.00	4.00	4.00	5.00	5.00
Admin/Clerical	2.00	2.00	2.00	2.00	2.00	2.00
Total	7.00	7.00	7.00	7.00	8.00	8.00



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Planning



Planning

Planning provides support for the County and other regional areas through the following activities.

- ***Transportation Safety Commission*** - to reduce the number and severity of vehicle accidents within the County's transportation network.
- ***Planning*** - provides professional services by evaluating and making recommendations on long-range planning and development issues that affect the community and the shared vision and goals for the County as expressed by the community and the Board of Supervisors and articulated in the Comprehensive Plan.
- ***Planning Commission*** - serves as an advisory body on development and promotes community participation and interest in planning for York County.
- ***Regional Planning*** - undertakes regional programs and projects that support the County's own planning efforts.
- ***Conservation*** - the County's contribution to the Colonial Soil and Water Conservation District.

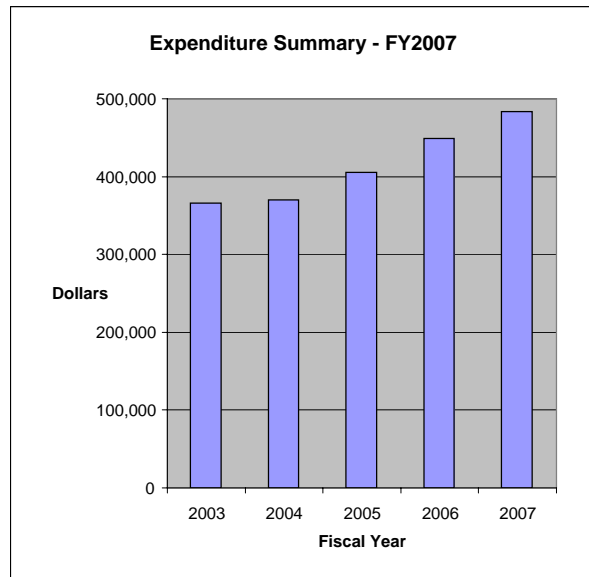
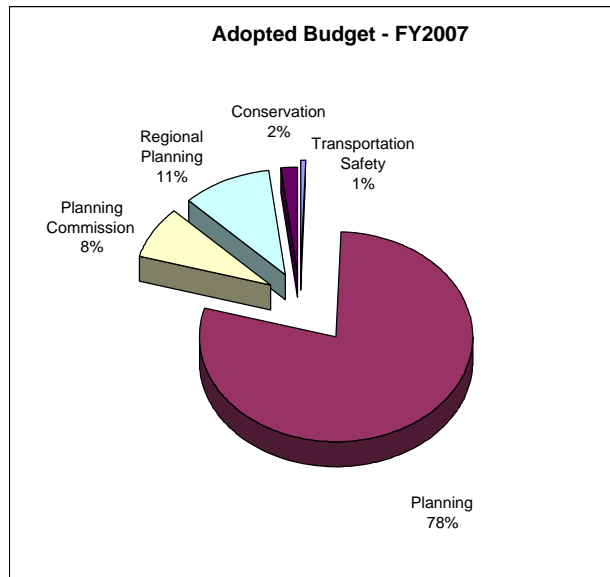
Planning

	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget	% Change Original 2006 / Adopted 2007
<u>Expenditure by Activity:</u>							
Transportation Safety	1,170	859	587	2,850	2,850	2,650	-7.02%
Planning	308,661	315,133	342,247	363,689	363,689	381,685	4.95%
Planning Commission	17,693	16,730	13,834	22,350	22,350	38,550	72.48%
Regional Planning	30,274	29,275	40,561	51,586	51,586	52,074	0.95%
Conservation	8,085	8,085	8,085	8,500	8,500	8,925	5.00%
Total Expenditures	365,883	370,082	405,314	448,975	448,975	483,884	7.78%

<u>Expenditure By Category:</u>							
Personnel Services	291,794	297,207	308,729	330,974	330,974	358,210	8.23%
Contractual Services	14,944	13,260	30,021	34,250	34,250	39,400	15.04%
Internal Services	3,178	3,163	2,782	3,975	3,975	5,100	28.30%
Other Charges	5,609	7,611	7,518	10,100	10,100	11,500	13.86%
Materials & Supplies	5,310	8,010	5,081	8,440	8,440	7,025	-16.77%
Capital Outlay	6,689	3,471	2,537	1,650	1,650	1,900	15.15%
Contributions	38,359	37,360	48,646	59,586	59,586	60,749	1.95%
Total Expenditures	365,883	370,082	405,314	448,975	448,975	483,884	7.78%

% of Total FY2007
Funding Sources

<u>Funding Sources:</u>							
Local/State Non-Categorical	359,430	359,105	391,220	441,475	441,475	473,884	97.93%
Permits, Fees, Fines	6,453	10,977	14,094	7,500	7,500	10,000	2.07%
Total Funding Sources	365,883	370,082	405,314	448,975	448,975	483,884	100.00%



Transportation Safety Commission

Mission:

Reduce the rate and severity of vehicle and pedestrian crashes on York County's transportation network.

Goals:

- Encourage safer motor vehicle operation as well as bicycle and pedestrian circulation.
- Improve roadway design safety.
- Strengthen laws to promote transportation safety.

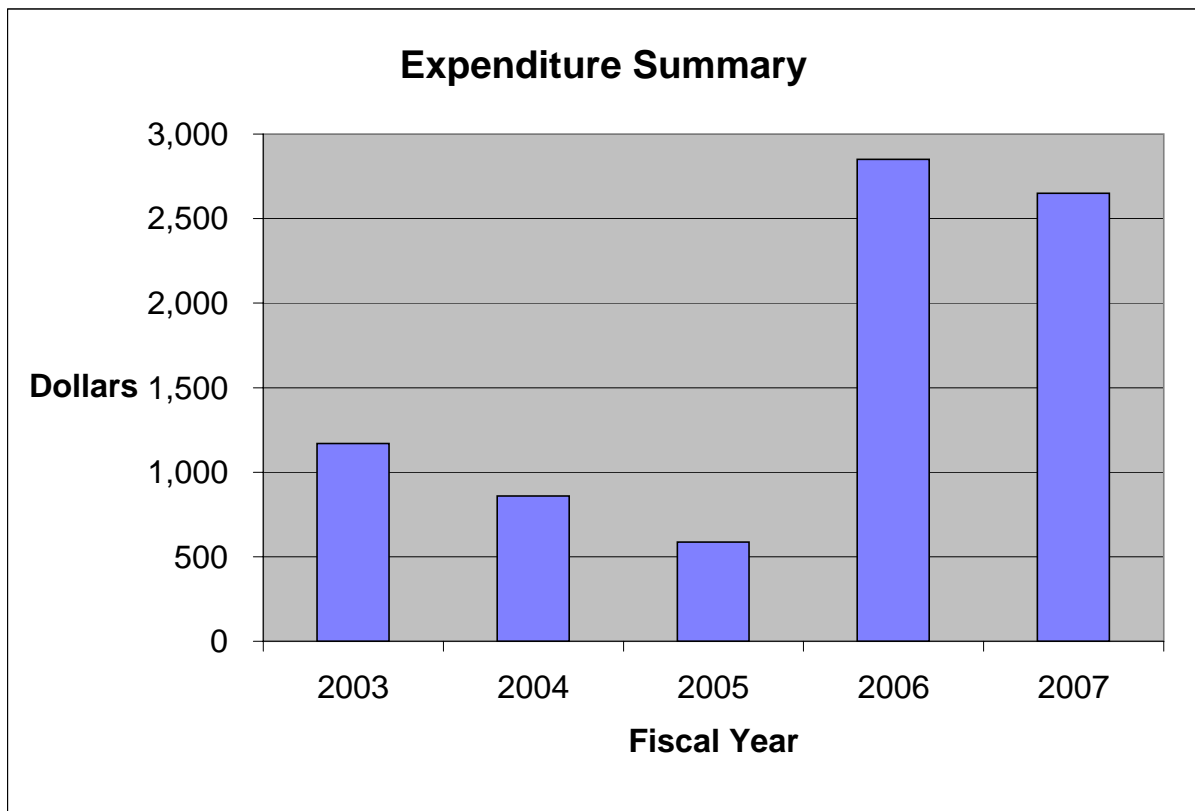
Implementation Strategies for FY2007:

- Continuation of ongoing programs.

Budget Issues:

- In FY2006, there were no significant changes.
- For FY2007, there are no significant changes.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50451 Transportation Safety Commission						
Contractual Services	-	278	-	1,750	1,750	1,600
Internal Services	91	13	53	50	50	100
Other Charges	356	45	103	350	350	250
Materials & Supplies	<u>723</u>	<u>523</u>	<u>431</u>	<u>700</u>	<u>700</u>	<u>700</u>
Activity Total	<u>1,170</u>	<u>859</u>	<u>587</u>	<u>2,850</u>	<u>2,850</u>	<u>2,650</u>
Percentage Change	232.39%	-26.58%	-31.66%	385.52%	N/A	-7.02%



Planning

Mission:

To assist the community in defining and realizing a shared vision for the physical development of the County.

Goals:

- Promote harmonious relationships among the built environment, the natural environment, and those who inhabit them.
- Maintain an up-to-date Comprehensive Plan and Zoning Ordinance for the County as mandated by the *Code of Virginia*.
- Provide accurate and timely demographic and economic data and projections to staff and line agencies, boards, commissions, the School Division, and the general public.
- Provide staff services to the Board of Supervisors, Planning Commission, Transportation Safety Commission, Historic Triangle Bicycle Advisory Committee, Regional Issues Committee, Historic Yorktown Design Committee, School Division, County Administrator, and other staff and line agencies, boards, and commissions.

Implementation Strategies for FY2007:

- Review and process rezoning, use permit, planned development, special exception, and Yorktown Village Activity requests.
- Review and revise the Zoning Ordinance and Map as necessary to implement the recommendations of the updated *Comprehensive Plan*.

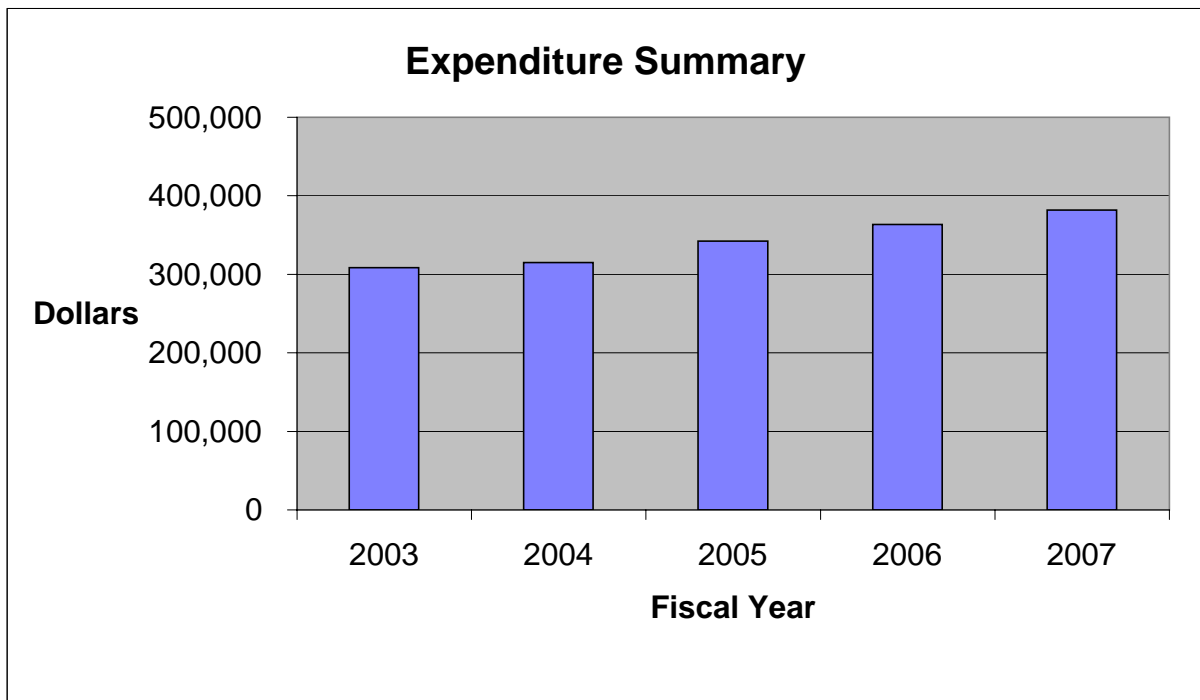
Budget Issues:

- In FY2003, administrative support was transferred from the Planning Division to Financial & Management Services Administration. The position titled Planning and Zoning Manager was changed to Assistant County Administrator and the related personnel costs were split between County Administration and Planning. The position previously titled Chief Planner was retitled to a Planner I.
- In FY2005, increased funding was for advertising for public outreach necessary for the five-year Comprehensive Plan Review. Funding was also approved for a scientific survey of County residents to identify community goals and objectives in connection with the five-year Comprehensive Review.
- In FY2006, increased funding was for an upgrade to MS Office software.
- For FY2007, there are no significant changes.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50811 Planning						
Personnel Services	291,794	297,207	308,729	330,974	330,974	358,210
Contractual Services	2,965	1,224	21,438	18,300	18,300	7,700
Internal Services	1,228	1,461	1,171	1,325	1,325	2,450
Other Charges	2,797	5,757	4,264	5,650	5,650	6,850
Materials & Supplies	3,188	6,013	4,108	5,790	5,790	4,575
Capital Outlay	<u>6,689</u>	<u>3,471</u>	<u>2,537</u>	<u>1,650</u>	<u>1,650</u>	<u>1,900</u>
Activity Total	<u>308,661</u>	<u>315,133</u>	<u>342,247</u>	<u>363,689</u>	<u>363,689</u>	<u>381,685</u>
Percentage Change	2.49%	2.10%	8.60%	6.27%	N/A	4.95%

FTE's

Management	1.50	1.50	1.50	1.50	1.50	1.50
Professional/Technical	<u>4.00</u>	<u>4.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Total	<u>5.50</u>	<u>5.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>



Planning Commission

Mission:

The Planning Commission advises the Board of Supervisors on planning and development issues, fulfills statutory duties and responsibilities set forth in the state enabling legislation and the County Code, and facilitates community participation and public interest in planning for York County.

Goals:

- Review, conduct public hearings, and make recommendations to the Board on applications for rezoning, Special Use Permits, Planned Developments, and Special Exceptions.
- Develop and recommend programs and ordinances to implement the comprehensive plan elements.
- Develop and make recommendations for revision of the comprehensive plan elements for York County.

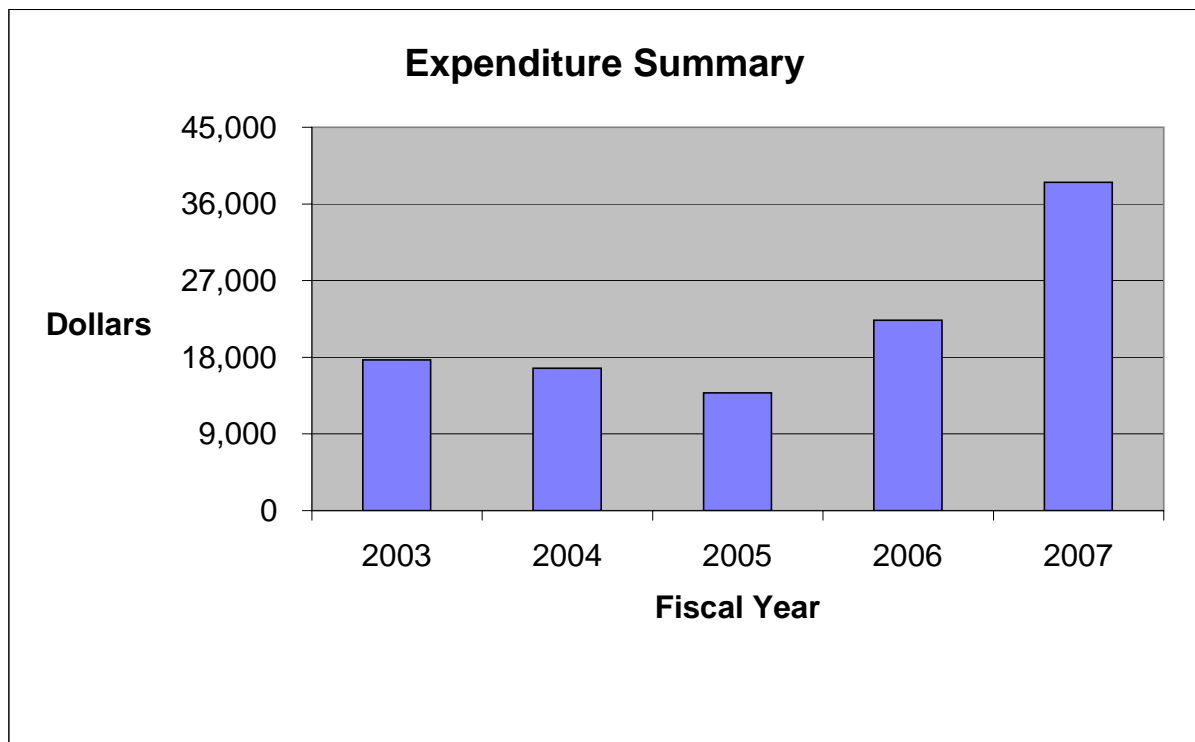
Implementation Strategies for FY2007:

- Participate in the review and revision of the Zoning Ordinance to implement the recommendations of the updated *Comprehensive Plan*.
- Pursue 100% participation in and graduation from the Virginia Certified Planning Commissioners' Program and other Commissioner training opportunities.

Budget Issues:

- In FY2006, there were no significant changes.
- For FY2007, increases in funding are due to the *Code of Virginia* requirement in which several more legal notices will need to be published.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50812 Planning Commission						
Contractual Services	11,979	11,758	8,583	14,200	14,200	30,100
Internal Services	1,859	1,689	1,558	2,600	2,600	2,550
Other Charges	2,456	1,809	3,151	4,100	4,100	4,400
Materials & Supplies	<u>1,399</u>	<u>1,474</u>	<u>542</u>	<u>1,450</u>	<u>1,450</u>	<u>1,500</u>
Activity Total	<u>17,693</u>	<u>16,730</u>	<u>13,834</u>	<u>22,350</u>	<u>22,350</u>	<u>38,550</u>
Percentage Change	-5.72%	-5.44%	-17.31%	61.56%	N/A	72.48%



Regional Planning

Mission:

Participate with neighboring jurisdictions in regional programs and projects that support and complement the County's own planning efforts.

Goals:

- Fund the County's annual contribution to Hampton Roads Planning District Commission (HRPDC) and to special projects and programs undertaken by HRPDC.
- Undertake and fund regional studies, analyses, and projects.
- Provide the County's share of financial obligations for Regional Issues Committee, Historic Triangle Bicycle Advisory Committee (HTBAC), Regional Planning Partnership, and other regional bodies/entities.

Implementation Strategies for FY2007:

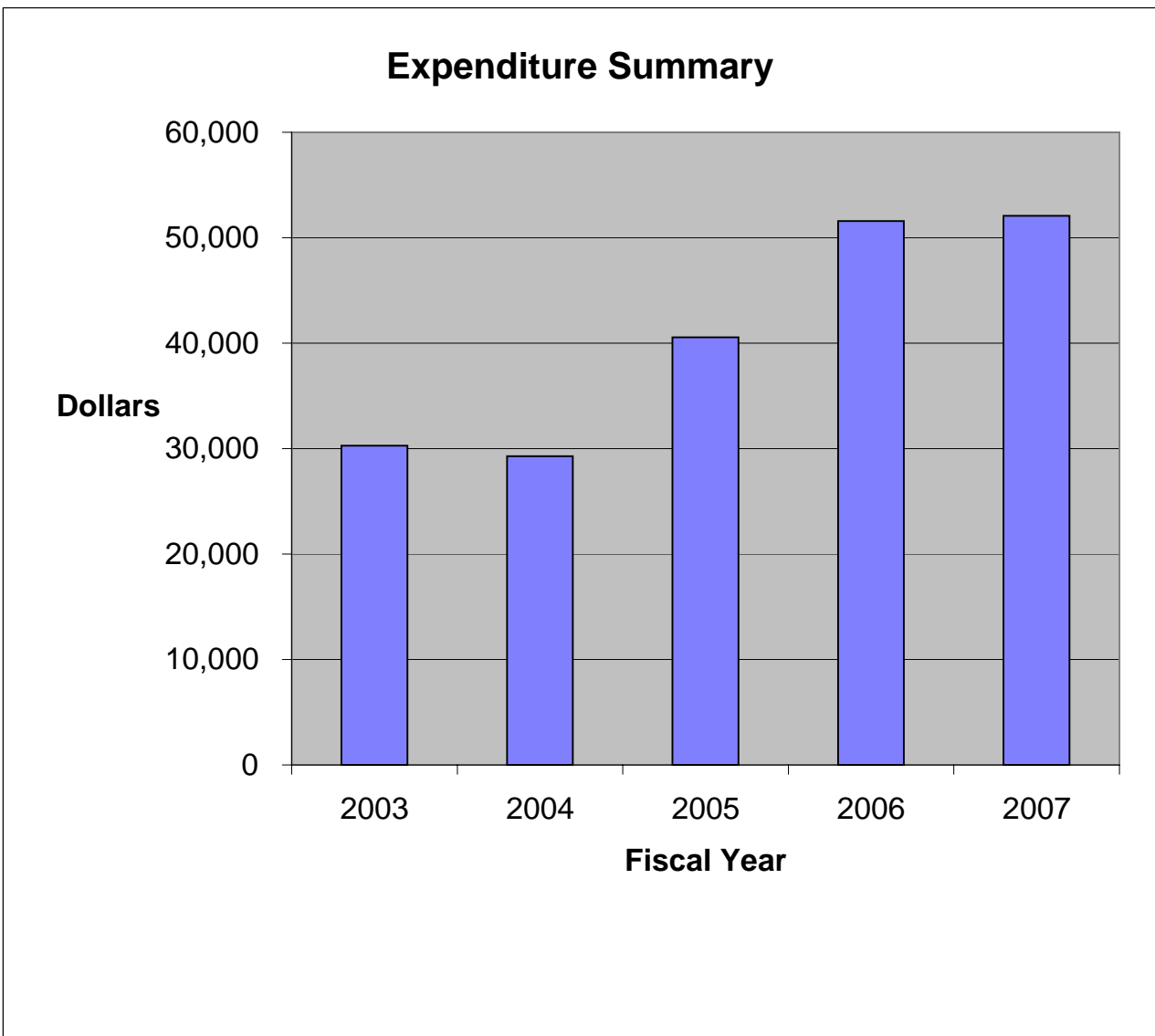
- Participate with James City County and City of Williamsburg in coordinating regional planning and mapping projects in the greater Williamsburg area.
- For HTBAC, York County will be responsible for staff support and hosting meetings in 2006. (This responsibility alternates among the three member localities on a rotating basis.)
- Continue regional planning and coordination of Jamestown 2007 activities.

Budget Issues:

Fiscal Year	Per Capita	Population	Contribution
FY2003	\$ 0.52	56,297	\$ 29,274
FY2004	\$ 0.52	56,297	\$ 29,275
FY2005	\$ 0.62	59,400	\$ 40,570 *
FY2006	\$ 0.82	62,300	\$ 51,086
FY2007	\$ 0.82	63,200	\$ 51,824

* Includes \$3,740 for base closings.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50814 Regional Planning						
Materials & Supplies	-	-	-	500	500	250
Contributions	<u>30,274</u>	<u>29,275</u>	<u>40,561</u>	<u>51,086</u>	<u>51,086</u>	<u>51,824</u>
Activity Total	<u>30,274</u>	<u>29,275</u>	<u>40,561</u>	<u>51,586</u>	<u>51,586</u>	<u>52,074</u>
Percentage Change	3.42%	-3.30%	38.55%	27.18%	N/A	0.95%



Conservation

Mission:

This activity provides for the support to the Colonial Soil and Water Conservation District (Colonial SWCD). The Colonial SWCD is a political subdivision of the Virginia Department of Conservation and Recreation/Division of Soil and Water Conservation (DCR/DSWC). The Colonial SWCD's responsibility is to assist and administer conservation policies and practices to protect and enhance our natural resources within our District, as mandated by the Commonwealth of Virginia.

Goals:

- To support each locality with Chesapeake Bay Preservation Act local ordinances.
- Provide technical expertise to farmers and landowners in developing required Soil and Water Quality Conservation Plans.

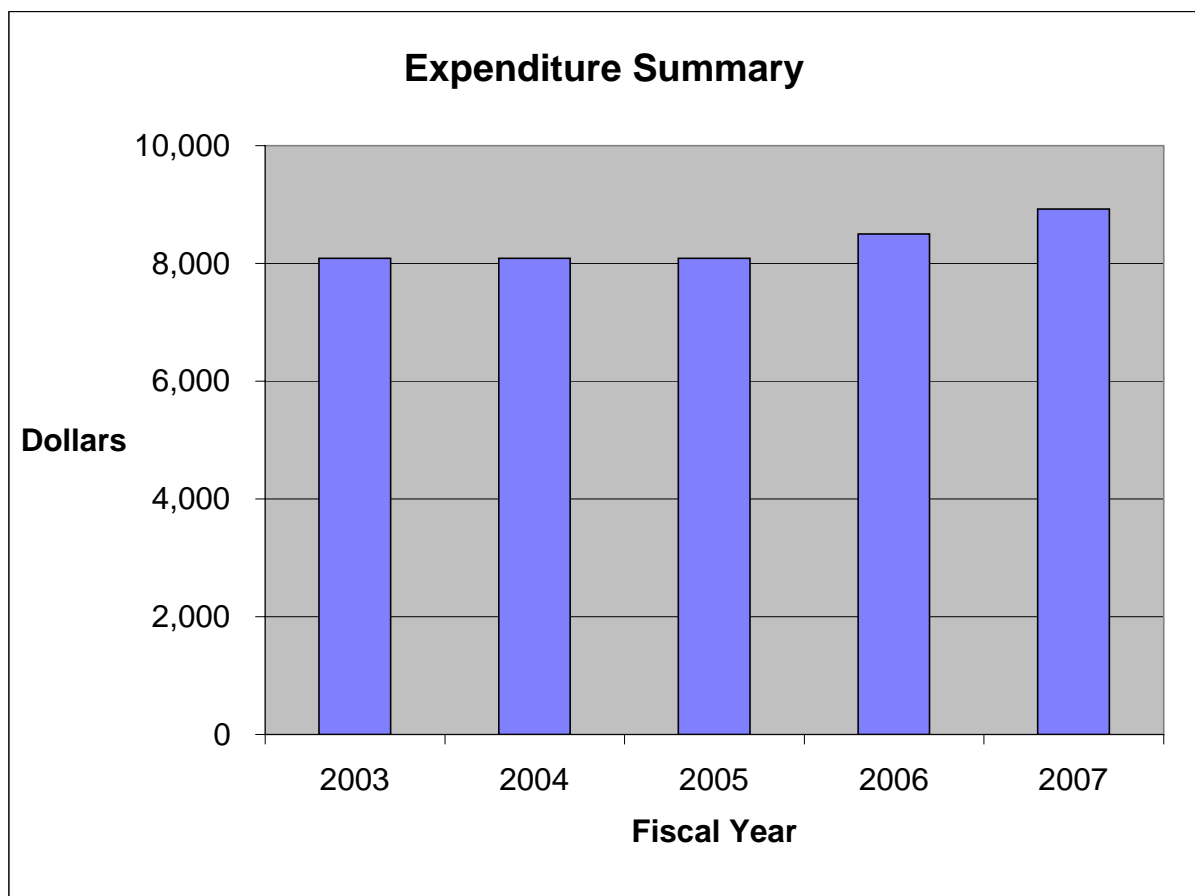
Implementation Strategies for FY2007:

- The implementation of the new State Agricultural Tax Credit Program, which allows farmers to qualify for a 25% tax credit for the cost of implementing conservation practices. This program will provide funding for practices ranging from soil testing to major engineering practices.
- The Colonial SWCD has been a leader in initiating the Tributary Strategy process in both James and York Watersheds.
- The Colonial SWCD also delivers an extensive educational outreach program, ranging from technical education for the agricultural community to local grade school children's programs. It supports local citizen groups promoting resource conservation initiatives, such as, the Alliance for the Chesapeake Bay/ Chickahominy Watershed Project, Boy Scouts, and the Powhatan Creek Watershed Project.

Budget Issues:

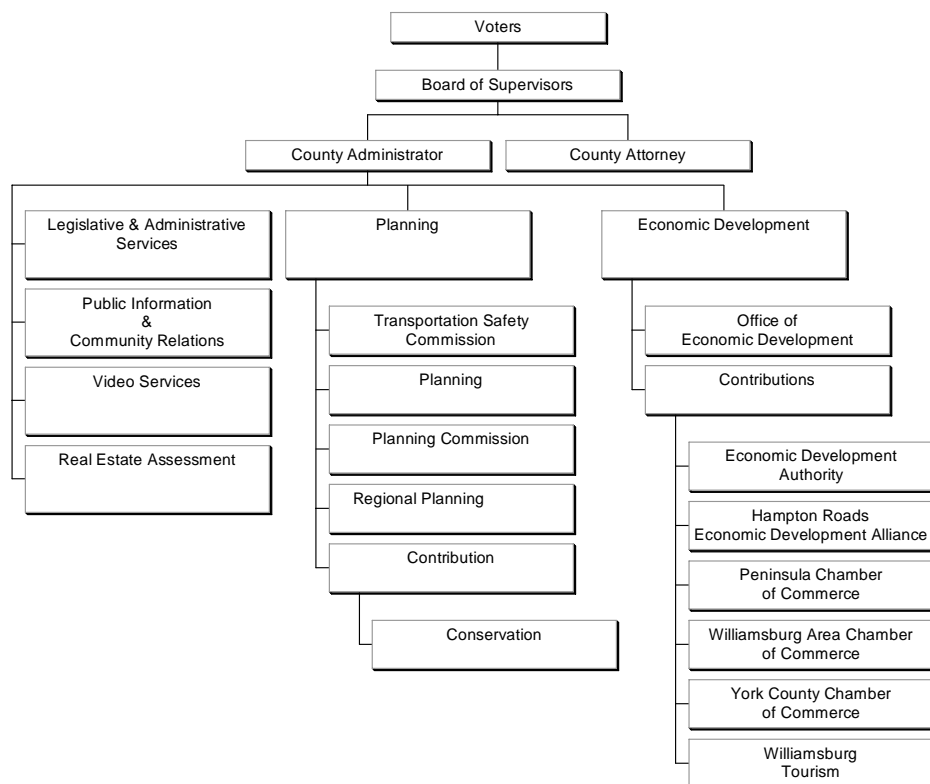
- In FY2006, the funding was for an increase in expenditures driven by unfunded mandates, such as the Chesapeake Bay Preservation Act.
- For FY2007, there are no significant changes.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50822 Conservation						
Contributions	<u>8,085</u>	<u>8,085</u>	<u>8,085</u>	<u>8,500</u>	<u>8,500</u>	<u>8,925</u>
Activity Total	<u>8,085</u>	<u>8,085</u>	<u>8,085</u>	<u>8,500</u>	<u>8,500</u>	<u>8,925</u>
Percentage Change	0.00%	0.00%	0.00%	5.13%	N/A	5.00%



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Economic Development



Economic Development

Economic Development provides support for the County and regional areas through the following activities.

- ***Economic Development*** - provides support or serves as a liaison to the following organizations: Economic Development Authority, Hampton Roads Economic Development Alliance, Peninsula Chamber of Commerce, Williamsburg Area Chamber of Commerce, and the York County Chamber of Commerce.
- ***Office of Economic Development*** - promotes recruitment, expansion and retention of businesses, industries, and tourism throughout the County.

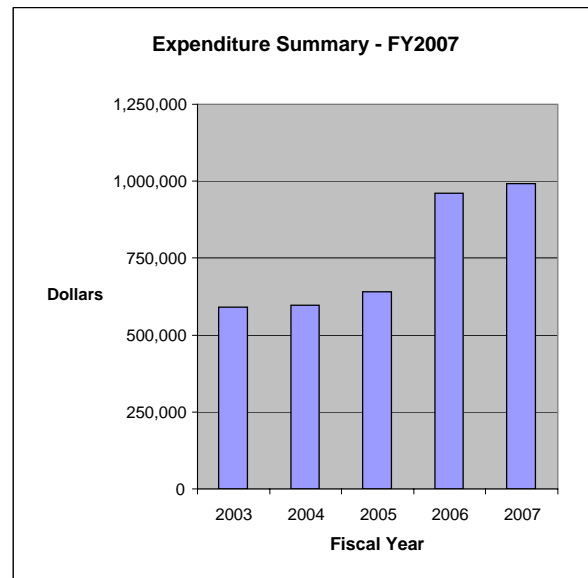
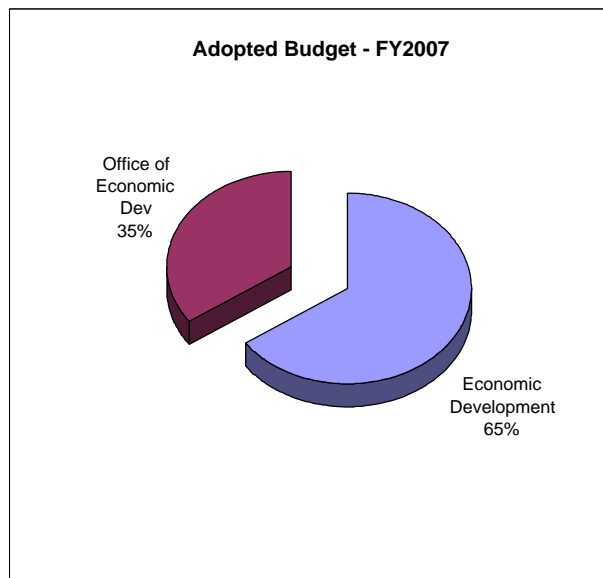
Economic Development

	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget	% Change Original 2006 / Adopted 2007
<u>Expenditure by Activity:</u>							
Economic Development	326,080	306,150	351,250	631,735	631,735	646,078	2.27%
Office of Economic Dev	264,568	291,110	289,362	328,144	330,144	345,463	5.28%
Total Expenditures	<u>590,648</u>	<u>597,260</u>	<u>640,612</u>	<u>959,879</u>	<u>961,879</u>	<u>991,541</u>	3.30%

<u>Expenditure By Category:</u>							
Personnel Services	209,696	205,282	224,383	245,279	245,279	259,253	5.70%
Contractual Services	13,860	10,667	16,705	25,300	21,406	27,550	8.89%
Internal Services	8,534	8,665	7,986	8,950	8,950	9,550	6.70%
Other Charges	30,104	22,833	35,516	43,525	47,297	44,725	2.76%
Materials & Supplies	2,374	2,384	3,059	3,590	3,590	2,485	-30.78%
Capital Outlay	-	41,279	1,713	1,500	3,622	1,900	26.67%
Contributions	326,080	306,150	351,250	381,735	381,735	396,078	3.76%
Economic Development	-	-	-	250,000	250,000	250,000	0.00%
Total Expenditures	<u>590,648</u>	<u>597,260</u>	<u>640,612</u>	<u>959,879</u>	<u>961,879</u>	<u>991,541</u>	3.30%

% of Total FY2007
Funding Sources

<u>Funding Sources:</u>							
Local/State Non-Categorical	<u>590,648</u>	<u>597,260</u>	<u>640,612</u>	<u>959,879</u>	<u>961,879</u>	<u>991,541</u>	<u>100.00%</u>
Total Funding Sources	<u>590,648</u>	<u>597,260</u>	<u>640,612</u>	<u>959,879</u>	<u>961,879</u>	<u>991,541</u>	<u>100.00%</u>



Economic Development

This activity provides support for the following programs:

Economic Development Authority (EDA): The EDA is an authority that was established under the Industrial Development and Revenue Bond Act – *Code of Virginia*. The EDA has the responsibility to promote industry and develop trade by inducing manufacturing, industrial and commercial enterprises to locate or to remain in the County.

Hampton Roads Economic Development Alliance: The Alliance's mission is *"To attract a high quality of employment and taxable investments to the region; facilitate a regional, business-driven development system; leverage the region's technology assets; retain/expand the existing businesses; and finance local business start-ups and expansion."*

Peninsula Council for Workforce Development: The mission of the Council is *"The facilitation of a regional, business-driven workforce development system."*

Peninsula Chamber of Commerce (Chamber): The mission of the Chamber is *"To promote the economic and business interest of the Virginia Peninsula."* The Chamber works to advance the positive economic, industrial, professional, cultural and civic welfare of the cities of Hampton, Newport News and Poquoson and the counties of York and James City.

Williamsburg Area Chamber of Commerce: Underlying the "Plan of Action" is the mission statement *"The Williamsburg Area Chamber of Commerce is business people united to enhance, promote and serve the business community. In partnership with the Williamsburg Area Convention & Visitors Bureau, the Chamber provides the leadership to strengthen the community's economic base and quality of life."*

Williamsburg Area Convention & Visitors Bureau (Bureau): The mission of the Bureau is *"To increase tourism industry sales, tourism industry employment and local tax revenues by conducting community-wide cooperative marketing programs that sell the Historic Triangle as a vacation and convention destination."*

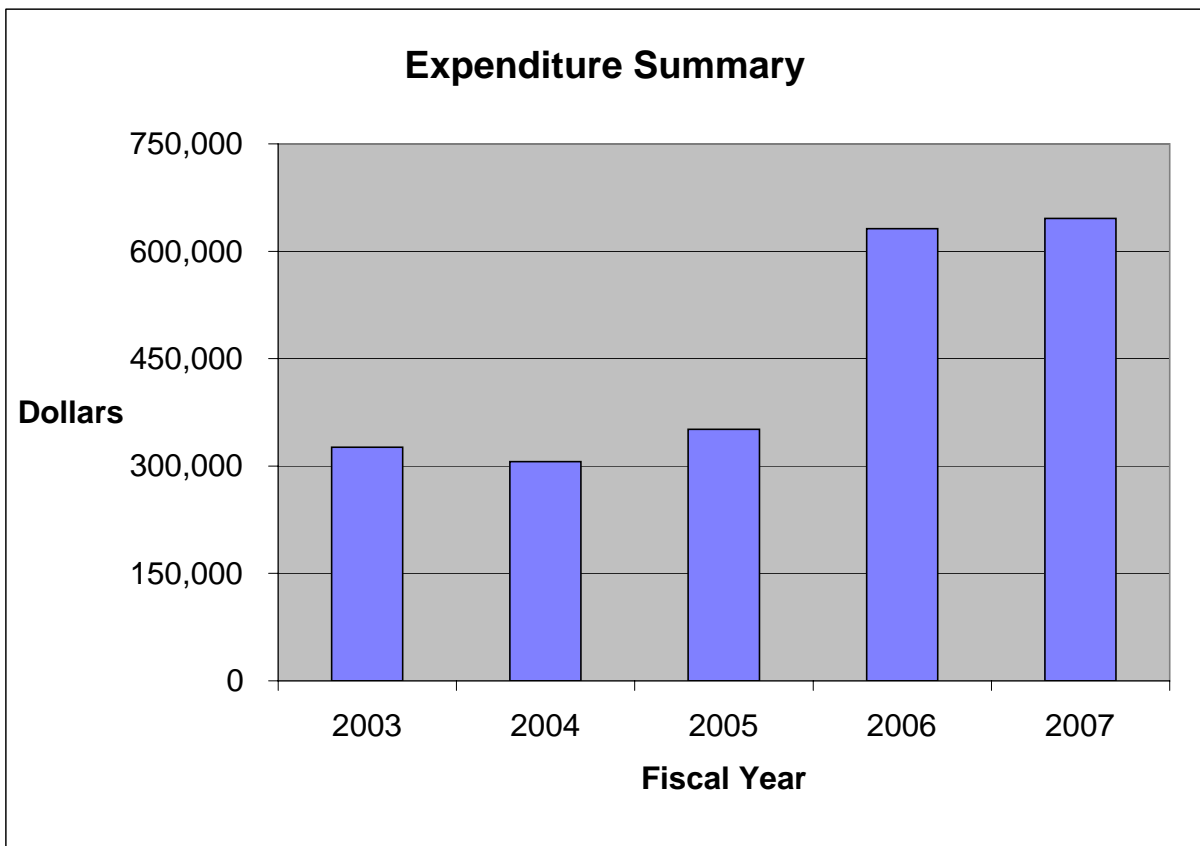
Economic Development Fund: This fund was established for large economic development projects and incentives.

York County Chamber of Commerce: The vision of the Chamber is *"To be a full and active business sector in a "Competitive Community."*

Budget Issues for FY2007:

- A minimal increase is provided for the EDA's operating costs.
- A decrease in the contribution to the Hampton Roads Economic Development Alliance and the Peninsula Council for Workforce Development is based on the agencies' respective requests.
- The funding to the Williamsburg Area Convention & Visitors Bureau is formula driven and represents 8% of the anticipated lodging tax revenue.
- Funding for all other contributions is level with FY2006.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50915 Economic Development						
Contributions	<u>326,080</u>	<u>306,150</u>	<u>351,250</u>	<u>631,735</u>	<u>631,735</u>	<u>646,078</u>
Activity Total	<u>326,080</u>	<u>306,150</u>	<u>351,250</u>	<u>631,735</u>	<u>631,735</u>	<u>646,078</u>
Percentage Change	6.25%	-6.11%	14.73%	79.85%	N/A	2.27%



Office of Economic Development

Mission:

The mission of the Office of Economic Development is to create a diverse economic base by the aggressive recruitment, expansion and retention of businesses, industries and tourism, thus expanding the tax base and capital investment in the County and providing new employment opportunities for its citizens.

Goals:

- Generate a more balanced tax base for the County by increasing annually the percentage of total taxes generated by the County's commercial, industrial and tourism entities.
- Improve the reality and perception, by new and existing businesses, of the County's commitment to encouraging and assisting with the expansion of commercial and industrial investment in the County.
- Develop and implement marketing strategies that will result in quality leads for new businesses in York County. Additionally, continue to maintain positive relationships with VEDP, HREDA and commercial real estate entities that will result in sustained prospect referrals.

Implementation Strategies for FY2007:

- Continue current efforts to establish public-private partnerships to develop and market targeted land tracts. Targeted areas include Busch Commerce Park, King's Creek Commerce Center and the Keener-Cupp-Berrane property.
- Develop a plan to acquire light industrial property through the EDA that can be marketed directly to growing small businesses. The York River Commerce Park would be a logical property to acquire first either incrementally or all at once.
- Coordinate with the EDA, Environmental and Development Services and YCCC (York County Chamber of Commerce) to recommend improvements in the permitting and plan review process and develop promotional efforts that will improve the perception of those processes in York County. Continue educational programs aimed at small businesses to facilitate their success and growth.
- Continue existing cooperative efforts with the Hampton Roads Economic Development Alliance and Virginia Economic Development Partnership with respect to marketing missions, trade shows and special events. Take proactive measures to ensure that York County is kept in the forefront of State and regional marketing staff's considerations when evaluating location options. Initiate new efforts to generate prospect leads without assistance from outside organizations.

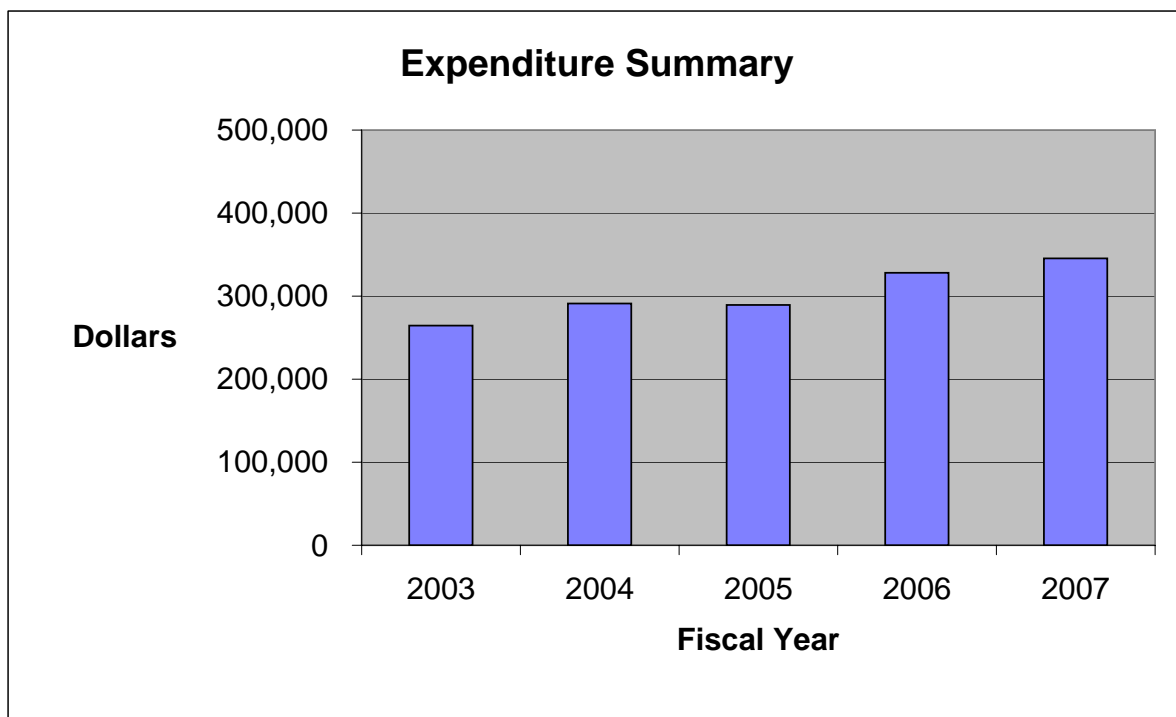
Budget Issues:

- In FY2006, increased funding was for printing a community profile, marketing charges and an upgrade to MS Office software.
- For FY2007, funding is for maintenance service contracts for equipment and marketing charges.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
50920 Office of Economic Development						
Personnel Services	209,696	205,282	224,383	245,279	245,279	259,253
Contractual Services	13,860	10,667	16,705	25,300	21,406	27,550
Internal Services	8,534	8,665	7,986	8,950	8,950	9,550
Other Charges	30,104	22,833	35,516	43,525	47,297	44,725
Materials & Supplies	2,374	2,384	3,059	3,590	3,590	2,485
Capital Outlay	-	41,279	1,713	1,500	3,622	1,900
Activity Total	<u>264,568</u>	<u>291,110</u>	<u>289,362</u>	<u>328,144</u>	<u>330,144</u>	<u>345,463</u>
Percentage Change	3.83%	10.03%	-0.60%	13.40%	N/A	5.28%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	2.00	2.00	2.00	2.00	2.00	2.00
Admin/Clerical	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
Total	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>



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